

# LLP Incorporation: A Step-by-Step Guide

This guide outlines the process of incorporating a Limited Liability Partnership (LLP) in India.



## Pre-requisites

## **Designated Partners**

A minimum of 2 designated partners are required, with at least one being an Indian resident (staying 120+ days during the financial year).

#### DIN & DSC

Designated Partners need a Digital Signature Certificate (DSC) and a Director Identification Number (DIN). These can be obtained during the process if not already available.

#### **IDs for Indian Partners**

PAN, Aadhaar, and the latest bank statement are required.

## **IDs for Foreign Partners**

Passport and address proof are needed. If a partner is a foreign company, its Certificate of Incorporation is also required.

## LLP Name

The proposed name must be unique and approved by the Ministry of Corporate Affairs (MCA).

## Office Address Proof

An electricity bill or bank statement, along with a No Objection Certificate (NOC) from the owner, is required for the LLP's registered office.

## Capital and Profit/Loss Ratio

Define the initial capital contribution and the profit and loss sharing ratio among partners.

## **LLP Incorporation Process**

Reserve & Approve LLP Name: Obtain approval for a unique LLP name

Obtain DSC: Acquire DSC for the designated partners.

Prepare & Sign Incorporation Documents: Draft and sign all necessary incorporation documents

File Incorporation Forms with MCA: Submit the incorporation forms to the Ministry of Corporate Affairs.

Receive Certificate of Incorporation: Upon successful filing, you will receive the Certificate of Incorporation, along with PAN and TAN for the LLP and DIN for the Partners.

File Incorporation Forms with MCA: Submit the incorporation forms to the Ministry of Corporate Affairs.



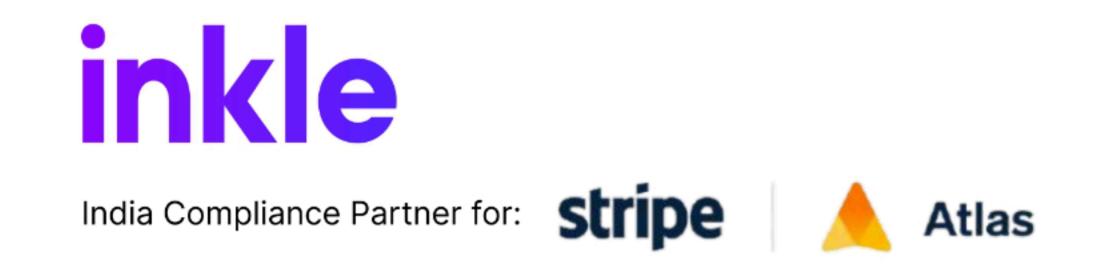


## Post-Incorporation Steps



## Disclaimer

This is a quick guide and not exhaustive. Please consult the subject matter experts for detailed advice based on your business and tax requirements.



# Incorporation of a Private Limited Company A Step-by-Step Guide

This guide outlines the process of incorporating a Private Limited Company in India.



## Pre-requisites

#### Directors

Minimum of 2 directors (at least one must be an Indian resident who has stayed in India for 182+ days in during the last financial year (April to March)).

#### Shareholders

Minimum of 2 shareholders (can be individuals or entities), with a maximum limit of 200.

#### DIN & DSC

Directors must have a Digital Signature Certificate (DSC) and Director Identification Number (DIN). These can be obtained during the process if not already available.

## ID Proofs for Indian Directors/Shareholders

PAN, Aadhaar, and recent bank statement/utility bill.

## ID Proofs for Foreign Directors/Shareholders

For foreign nationals, their passport and 2 different address proofs like driving licence/Bank statement. For foreign entities, its Certificate of Incorporation is required.

## **Proposed Company Name**

Must be unique. At least 1-2 unique names to be provided to ROC.

## **Registered Office Proof**

Electricity bill or bank statement, along with a No Objection Certificate (NOC) from the premises owner.

## Authorized & Paid-up Capital

Define the initial capital contribution and shareholding pattern among shareholders.

## Private Limited Company Incorporation Process

Obtain DSC: Acquire Digital Signature Certificates for all directors

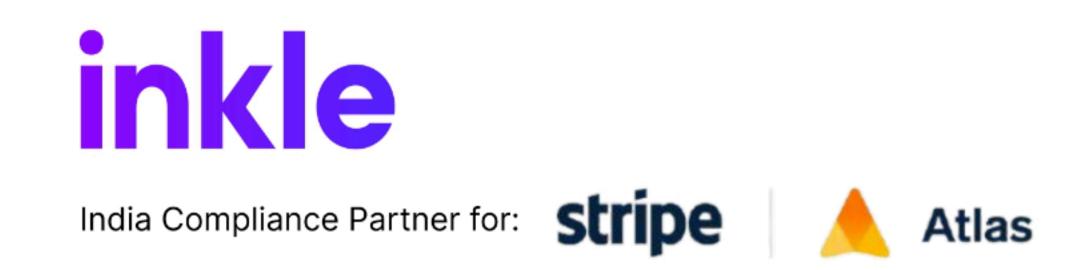
Reserve & Approve Company Name: Apply for approval of a company name through the MCA portal.

Prepare & Sign Incorporation Documents: Apply for approval of a company name through the MCA portal.

File SPICe+ with MCA: Submit the integrated SPICe+ form (Part B) along with the necessary documents and AGILE-PRO-S form on the MCA portal. These forms are available on www.mca.gov.in.

**Receive Certificate of Incorporation:** Upon successful document verification, obtain the Certificate of Incorporation (COI) along with the Company Identification Number (CIN), PAN, and TAN and DIN for Directors.





# Post-Incorporation Steps



## Disclaimer

This is a quick guide and not exhaustive. Please consult subject matter experts for detailed advice based on your business and tax requirements.