

Form 25

INSTRUCTIONS FOR FILLING OF EFORM – 25

(Application for reservation/ renewal of name by a Foreign Limited Liability Partnership (FLLP) or Foreign Company)

S. No.	Detailed Instruction
	<p>Note:</p> <ul style="list-style-type: none">• Instructions are not provided for the fields which are self explanatory• This eForm is to be filed by an entity incorporated or registered outside India for the purpose of reservation or renewal of name of its existing name by which it is registered in the country of its regulation or incorporation. Name shall be reserved for a period of three (3) years.• In case a reserved name is required to be renewed, application for renewal is to be filed before the expiry of reservation period (i.e. 3 years) and reservation of the name will be renewed for a further period of 3 years.
	Refer the relevant provisions of the Limited Liability Partnership (LLP) Act and rules made there under with respect to the matter dealt in this eForm.
	RESERVATION OF NAME
3,4	Enter the existing name of the foreign LLP or foreign company which is required to be reserved. Enter the registered office address or principal place of business address, phone, fax and e-mail ID of FLLP or foreign company.
5,6	Enter the name, address, phone, fax and e-mail ID of the applicant applying for reservation of name of FLLP or foreign company.
7,8	Enter the date on which the FLLP or foreign company is incorporated or registered outside India. Also enter the incorporation or registration number.
	RENEWAL OF RESERVATION
2 to 8	<p>Enter the Service Request Number (SRN) of Form 25 which was filed earlier for reservation of name of FLLP or foreign company.</p> <p>On clicking the Pre-Fill button, system will automatically display the name, address, Phone, fax and e-mail ID of the FLLP or foreign company and the details of applicant. System will also display the incorporation or registration date and number.</p> <p>In case there is any change in the displayed details, enter the updated details.</p>
Attachments	<ul style="list-style-type: none">• Certified copy of the authority to submit the application is a mandatory attachment.• In case application is filed for reservation of name, certified copy of the incorporation or registration certificate is mandatory to be attached.• Any other information can be provided as an optional attachment.
Digital signature	Eform should be digitally signed by the applicant.

Common Instruction Kit

Buttons	Particulars
Pre-Fill	<p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p>
Remove	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of</p>

Buttons	Particulars
attachment	attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.
Modify	"Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the "Check Form" button.
Pre scrutiny	Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is "No errors found. Click on the button below to "Get Form". Press the Get Form button and make the required corrections.

Note: User is advised to refer to eForm specific instruction kit.