

Form 28

INSTRUCTIONS FOR FILLING OF EFORM -28

Return of ALTERATION in the incorporation document or other instrument constituting or defining the constitution; or the registered or principal office; or the partner or designated partner of limited liability partnership incorporated or registered outside India.

S No.	Detailed Instructions
	Note: Instructions are not provided for the fields which are self explanatory
	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.
1	Enter the Foreign Limited Liability Partnership Identification Number (FLLPIN) and click 'Pre-Fill' button.
2,4	System will automatically display the name, address of principal place of business in India and e-mail ID of the LLP. In case there is any change in the email ID, enter the new valid email ID. Select options for the type of alteration. The eForm can be filled for more than one option also.
4(A), (B) & (C)	Enter the details of the alteration done for the above selected option(s).
Attachments	<ul style="list-style-type: none"> • Copy of the decision or other document through which alteration has been made (Mandatory) • Copy of the Amended incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub- rule (2) of rule 34 (Mandatory in case of alteration in the incorporation document or other instrument constituting or defining the constitution) • If any of the above instrument(s) is not in English then the translated version of the documents, certified in the manner specified in the sub - rule (5) of rule 34 • Copy of alteration in partners'/ designated partners' detail (Mandatory in case there is any alteration in the partners or designated partners of the FLLP) • Any other information can be provided as an optional attachment.
Verification	Select all the check boxes.
Digital signature	<p>The eForm should be digitally signed by the authorised representative of the FLLP.</p> <p>Enter the Designated Partner Identification Number (DPIN) or income-tax permanent account number of the authorised representative of the FLLP.</p>

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When the user clicks the pre fill button after entering the Limited Liability Identification Number (LLPIN) in eForm (excepting eForm 1), the name and address is displayed by the system.</p> <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 attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.</p>
Check Form	<p>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</p>

Buttons	Particulars
	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.