



**RAAM &
ASSOCIATES LLP**
COMPANY SECRETARIES & TRADEMARK AGENT &
IP ATTORNEYS

CONVERSION OF PRIVATE LIMITED INTO LLP

PRE-REQUISITE

Every member of the company must agree with the decision of conversion.

All the members become the partners of an LLP and no one else.

The latest copy of Income tax return;

Not just the members, all the creditors of the company must also agree with the conversion.

Under Companies Act, no prosecution should have been initiated procedure to be followed

No open (unsatisfied) charges should be pending against the company.

At least one balance sheet and annual return should have been filed by the company after its incorporation.

The company should be having share capital.

The company should not be a 'Section 25 company' / 'Section 8 Company under Companies Act, 1956/2013.

PROCEDURE

BOARD MEETING

- Pass resolution for conversion of company into LLP;
- Pass resolution to authorize any director to apply for Name of LLP;

NAME AVAILABILITY

- To make necessary name application for availing the proposed Name;

Eform FILLiP

- Address proof of the registered office of LLP. (for eg.: utility bill, NOC and proof of ownership)
- The subscription sheets.
- Consent to act as a designated partners and partners
- Identity and Resident proofs of designated partners and partners
- Detail of LLP(s) and/ or company(s) in which partner/ designated partner is a director/ designated partner.

PROCEDURE

E-FORM -18

- Statement of the consent of shareholders (Mandatory)
- Statement of accounts of the company certified as true and correct by the independent auditor
- List of all the secured creditors along with their consent
- Copy of acknowledgement of latest income tax return (Mandatory)

COI

- After complying to all the formalities by the company and approved by the Ministry, ROC to issues a COI as to the conversion of LLP.

E-FORM 3 LLP AGREEMENT

- This form is to be filed in 30 days from the date of conversion of the company into an LLP.

E-FORM 14

- After receiving incorporation certificate of LLP it has to be filed within 15 days of the date of conversion with Copy of Certificate of Incorporation (COI) of LLP & Copy of incorporation document submitted in E-Form FiLLiP to ROC

DISCLAIMER

This note was created using various articles extracted from research articles available online and it contains general information about legal matters. The information is not advice, and should not be treated as such. The legal information on this note is provided “as is” without any representations or warranties, express or implied.

You must not rely on the information on this note as an alternative to legal advice from your attorney or other professional legal services provider. If you have any specific questions about any legal matter you should consult your attorney or other professional legal services provider.

You should never delay seeking legal advice, disregard legal advice, or commence or discontinue any legal action because of information on this note.



Thank You!