



PROCEDURE FOR CHANGE IN DESIGNATED
PARTNER/ PARTNER OF LIMITED LIABILITY
PARTNERSHIP



BACKGROUND

The purpose of this presentation is to highlight the brief procedure for change in Designated Partner / Partner of LLP as per the relevant sections of Limited Liability Partnership Act, 2008 (“the Act”) and rules thereunder.



BACKGROUND

Every LLP shall have at least two Designated Partners (“DP”) and two partners. The DP / Partner shall be responsible for all the acts, matters, things done by the LLP. Changes in the Partners of LLP can be either by Appointment of new partner or by resignation of Existing Partner.



PROCEDURE FOR APPOINTMENT OF DP/PARTNER

Steps for Appointment of DP / Partner

- Step 1** *The first step is to Obtain Digital Signature Certificate ("DSC") and Designated Partner Identification Number ("DPIN") of the proposed appointee(s) as Designated Partner(s) "*
- Step 2** *The next step is to draft and execution of Amended LLP Agreement and other related documents incorporating the relevant changes pertaining to appointment of new DP/Partner.*
- Step 3** *Execution and signing of the relevant documents*
In case the proposed new DP/Partner is a non resident/foreigner, all the documents shall be notarized and apostilled.
- Step 4** *Post the receipt of the duly signed documents, filing the necessary Form(s) with Registrar of Companies ("ROC") within 30 days of date of appointment*





PROCEDURE FOR RESIGNATION OF DP/PARTNER

Steps for Resignation of DP/Partner

- Step 1** *The first step is that a resignation letter needs to be provided by the resigning DP/ Partner to the LLP by hand or through courier or registered post, receipt of which shall be kept for records.*
- Step 2** *The next step is to draft and execution of Amended LLP Agreement and other related documents incorporating the relevant changes pertaining to resignation of existing DP/Partner.*
- Step 3** *Execution and signing of the relevant documents*
- Step 4** *Post the receipt of the duly signed documents, filing the necessary Form(s) with Registrar of Companies ("ROC") within 30 days of date of resignation*



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