

LLP Registration — Documents Checklist (FiLLiP and LLP Agreement)

An LLP suits professionals and family businesses that want limited liability without the company-law overhead. Two designated partners are needed, and one must be resident in India.

Each partner

- ☐ PAN and Aadhaar (Indian nationals); passport for foreign nationals, apostilled
- ☐ Address proof not older than two months — bank statement or utility bill
- ☐ Passport-size photograph, email and mobile number
- ☐ Digital signature certificate for the designated partners
- ☐ Consent to act as designated partner (Form 9, generated by us)

Registered office

- ☐ Utility bill of the premises not older than two months
- ☐ Rent agreement or the owner's NOC

LLP agreement (within 30 days of incorporation)

- ☐ Capital contribution of each partner and the profit-sharing ratio
- ☐ Rights and duties of partners, admission and retirement, decision-making
- ☐ Stamp duty on the agreement — paid on the state's e-stamp portal (Maharashtra: 1% of contribution, minimum ₹500, maximum ₹15,000)
- ☐ Form 3 is filed with the signed and stamped agreement

After incorporation

- ☐ PAN and TAN are allotted with the certificate
- ☐ Bank account, GST registration (if needed), profession tax enrolment
- ☐ Annual filings: Form 11 by 30 May and Form 8 by 30 October; tax audit if turnover exceeds ₹40 lakh or contribution ₹25 lakh

Before you send

- An LLP pays tax at 30% with no dividend tax on drawings, which often beats a private limited company for profits withdrawn every year — see our note on Pvt Ltd vs LLP.
- Foreign investment in an LLP is allowed under the automatic route only in sectors with 100% FDI and no conditions.
- Late filing of Forms 8 and 11 costs ₹100 a day per form with no upper limit.

Prepared by I. H. Khan and Associates as a general guide; it is not legal or tax advice and your engagement may need documents not listed here. Offices in Mumbai and Thane, meetings by appointment. Send documents to info@ihkhan.in or on WhatsApp. Page version: FY 2026-27.