

**Checklist for LLP Incorporation**

• **Details required**

For each of the partners (minimum of 2 partners are required in the case of a Limited Liability Partnership), following information is required:

1. Full name
2. Father's Name
3. Address
4. Date of birth
5. Occupation

Also furnish the following information of the proposed LLP:

1. Proposed names of the LLP (at least 3 names in the order of priority) (To check the [availability of name click here](#)) (For name availability [guidelines – Click here](#))
2. Proposed address of the registered office of the LLP
3. Main objects (Proposed activity of the LLP)
4. Proposed Contribution of the partners
5. Names of the members proposed to be appointed as designated partners (minimum of 2 designated partners are required, who can be the same as that of partners).
6. Percentage of Share holding for each of the partners

• **Documents required**

For each of the designated partners (who can be the same as the partners) to be appointed, the photocopies of the following documents are needed:

- **Address proof** (Any one of the following documents: Passport / Election (voter identity) card / Ration card / Driving license / Electricity bill / Telephone bill / Latest Bank account statement )
- **Identity proof** (Any one of the following documents: Passport / Election (voter identity) card / Driving license / Income-tax PAN card)
- Date of birth proof (if among the documents submitted above does not contain date of birth)
- Father's name including surname proof (if among the documents submitted above does not contain father's name)
- Copy of the **PAN Card**
- Passport size Color Photographs – 3

- **Time Frame**

Around 15-20 working days

- **Contact Us**

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