

**Checklist for LLP Incorporation**

• **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 / 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**

• **Registered Office Address Proof:**

Any one of the following documents which is not older than two months

1. Electricity Bill
2. Telephone Bill/ Mobile bill

Also furnish the following information of the proposed LLP:

1. Proposed names of the LLP (at least 3 names in the order of priority)
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 Contribution for each of the partners