

## DOCUMENTS REQUIRED FOR INCORPORATING YOUR LLP

### I) Documentation Required for Designated Partners and Partners (For Indian Nationals):

1. Signed Digital Signature Form. (Only for ANY ONE Designated Partner).
2. PAN Card.
3. ID Proof (Any one of the following - Passport, Election Card or Driving License).
4. Address Proof (Any one of the following- Bank Statement, Electricity Bill, Telephone Bill or Mobile Bill) (Should not be older than 2 months and should be in the name of the person).
5. Consent to Act as a Designated Partner/Partner (A small Form which needs to be printed and signed).
6. Interest of Designated Partners (A small Form which needs to be printed and signed).
7. Subscriber's Sheet (A small Form which needs to be printed and signed).

**\*\* Note:** Separate Documents are required if the Designated Partner/Partner is a Foreign National/Foreign Company/NRI.

### IA) Documentation Required for Designated Partners and Partners (For Foreign Nationals and Non-Resident Indians):

1. ID Proof-Passport (Notarized before the Notary (Public) of the country of his origin and be duly apostillised).
2. Address Proof-Proof of Nationality.
3. His/her Signatures and address on the Subscriber's Sheet shall be Notarized before the Notary (Public) of the country of his origin and be duly apostillised.
4. Visited in India and intended to incorporate a LLP having a valid Business Visa. (Not required in case of Person is of Indian Origin or Overseas Citizen of India).

### II) For Registered Office Address (Note: You can start a LLP from a Residential Address as well!):

1. IF the Premises IS taken on Rent/Lease by the LLP:
  - a. Scanned copy of Lease Deed/Rent Agreement.
  - b. Scanned copy of any one of the Latest Electricity Bill/Telephone Bill/Gas Bill (Not older than 2 months).
2. IF the Premises IS NOT taken on Rent/Lease by the LLP:
  - a. Scanned copy Letter of Consent from the Owner of the Premises.
  - b. Scanned copy of any one of the Latest Electricity Bill/Telephone Bill/Gas Bill (Not older than 2 months).

### III) For filing LLP Agreement and making PAN and TAN application:

1. LLP Agreement.
2. PAN Application Form.
3. TAN Application Form.