**B. P. Mundra & Co.**

Chartered Accountants

822-A, Mundra House, Shivaji Nagar, Civil Lines, Jaipur- 302006.

Dial: Office-91-141-2225110, 2224085, 2225116 Mobile: 9314501680, 9314501791

Email: office@bpmundra.com web site [www.bpmundraca.com](http://www.bpmundraca.com)

**Dear Sir,**

LLP Form 11 – Annual Return is required to be filed upto 30th of May and for Late Filing Penalty of Rs.100 per day (No cap) until the non-compliance continues will be applicable. So please send the following information urgently:-

1. Following Information is with us

|  |  |  |
| --- | --- | --- |
| 1 | LLP Identification Number |  |
| 2 | Name of the LLP |  |
| 3 | Registered office address of the LLP |  |
| 4 | Business Classification of the LLP (Business, Profession, Service, Occupation, Others) |  |
| 5 | Principal business activities of the LLP |  |
| 6 | Details of Designated Partners and Partners of the LLP |  |
| 7 | Total obligation of contribution of partners of the LLP |  |
| 8 | Summary of Designated Partners and Partners |  |
| 9 | Particulars of penalties imposed on the LLP, if any | Nil |
| 10 | Particulars of compounding offenses, if any | Nil |
| 11 | Details of LLP and or company in which Partner/Designated Partner are a Director/Partner (It is mandatory to attach this detail in case any Partner/Designated Partner is a partner in any LLP and/or Director in any company) | No above partners are Director/Partner in any Company or LLP |
| 12 | the name of digital signature of one of the Designated Partners Validity upto |  |

1. We need following Information from you.
	1. Total contribution received by all partners of the LLP. Please note that it must match LLP Form 8 Statement of Accounts & Solvency to be filed on or before 30th October. **So we need tally to check the same and prepare audit report.** Please note that as there is no provision for resubmission of LLP Form 11 Annual Return. Once filed will not be changed. So Pls send tally properly after check.
	2. If the digital signature of the Designated Partners is not Validity upto30th may please call Mr Dharam raj to get is valid. Mr. Dharam Raj 0141-2225110, 2225116, 2224085 9784343961. The link is as under:-

<http://bpmundraca.com/to-get-digital-signature-please-click-here/>

* 1. Please inform If there is appointment, cessation and change in designation of a designated partner or partner as in that case very first we have to file eForm 4. In that case only after Filing of eForm 4, LLP Form 11 will be allowed to file. So please inform for any above change.
	2. In case total obligation of contribution of partners of the LLP exceeds Rs. 50 lakhs or turnover of LLP exceeds Rs. 5 crores, then LLP Form 11 needs to be certified by a Company Secretary in whole time practice. So please inform immediately of above if your LLP fulfill this condition.
	3. In case of any query pls call Mr. Nitish Bhardwaj Mob no. 7014525405 or Landline no. as mentioned above.