3 Extension of Time

Application for the extension of time provided under the LLPA 2012:

(a) Extension of time for Annual Declaration - Section 68(1)
(b) Extension of time for Change of Particulars – Section 17(1)
(c) Extension of time for Carry Business with Less Than Minimum Partner – Section 7 (1)
(d) Extension of time for Place of Keeping Accounting Record other than registered address – Section 69(3) & Section 17(1)
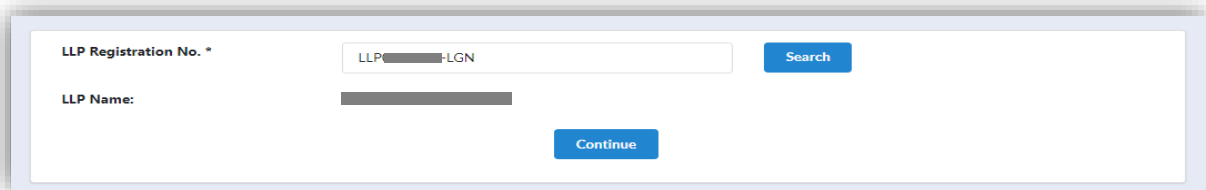
3.1 Extension of Time - Annual Declaration

1. Click on **Annual Declaration** under **Extension of Time (EOT)** while hovering over the **Post Registration** Tab.
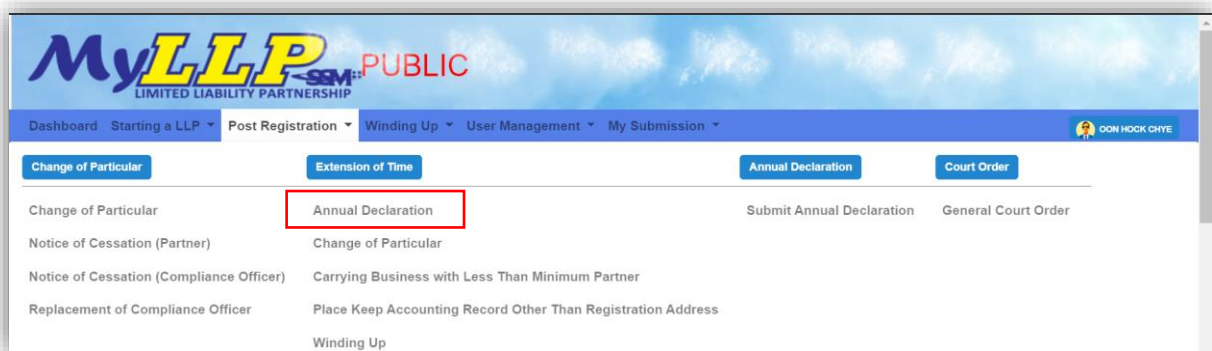
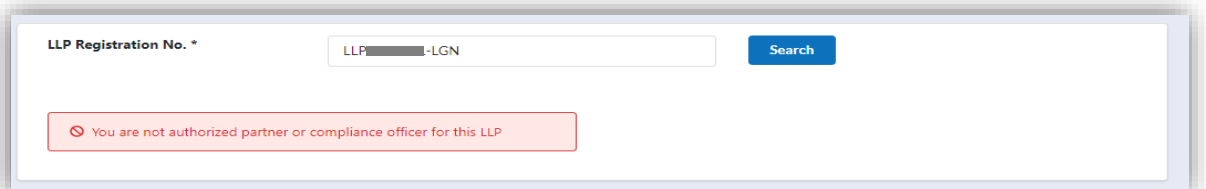2. Enter LLP Registration No in the text box and then click on the **Search** button

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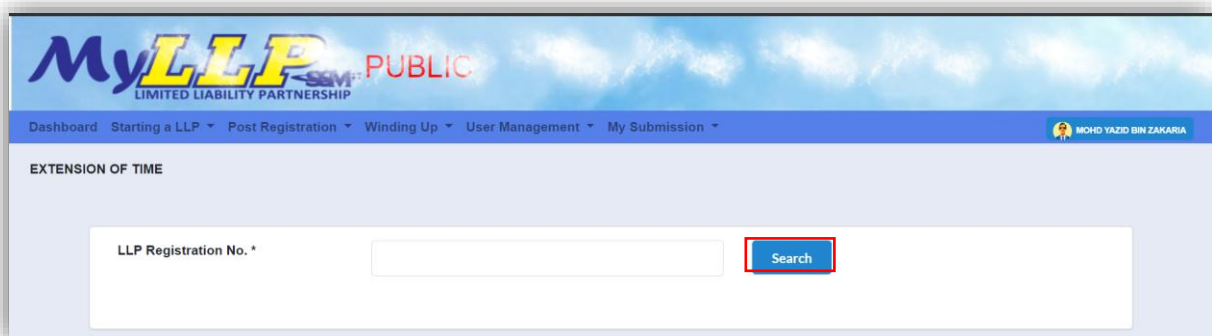
LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.
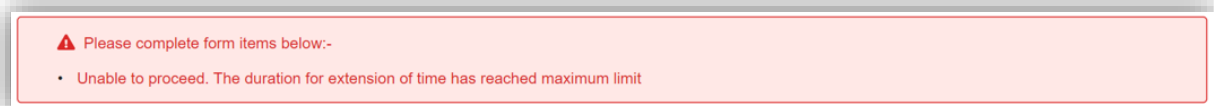
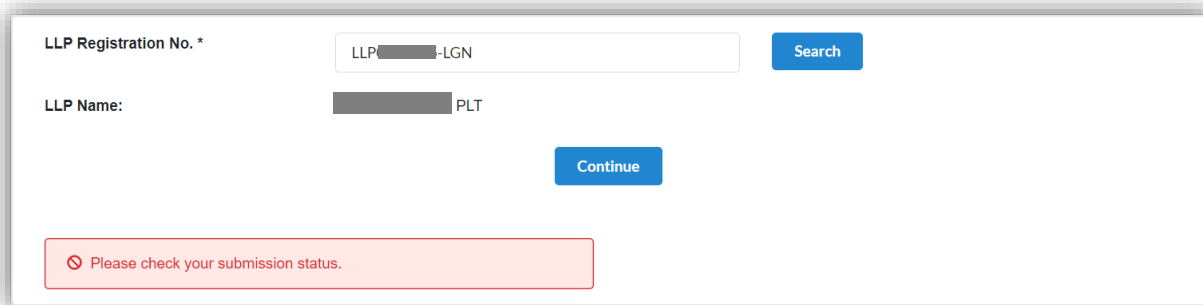3. If user is not a CO for that LLP, a prompt message will be displayed.

4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.

5. If there is any draft submission or pending application, a prompt message will be displayed.
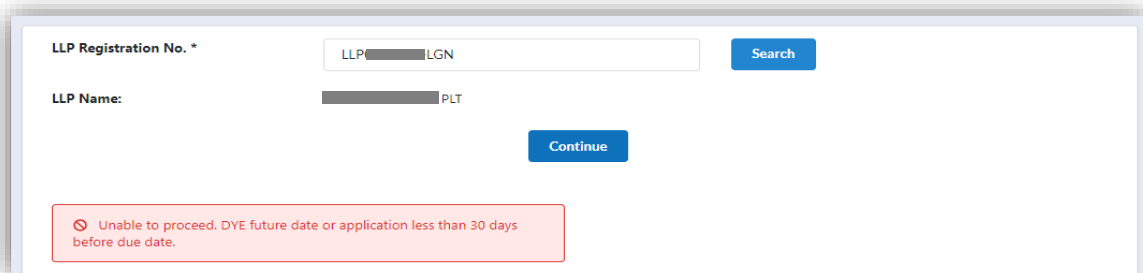
6. The application for an extension of time shall be made after the end of the financial year of the LLP and at least (30) days before the due date for the submission of the annual declaration. If the EOT application is less than 30 days of submission, a prompt message will be displayed.
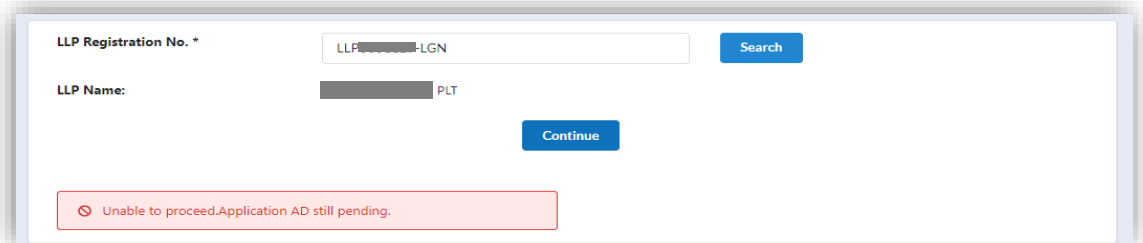

7. If there is any AD submission with pending status, a prompt message will be displayed.

8. The LLP listing page also displays a shortcut for the list of applications that have been made.

   User can click on the pencil icon to proceed application with status **draft.**

Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	✏ ✖

Application List

Showing 1 to 5 of 5   ‹ 1 ›

9. The draft submission can be deleted. User needs to click the icon **X**, system will display a message for confirmation. Click on **OK** button to delete the submission.

Delete draft submission confirmation   ✕

Are you sure to do this task ?

OK   Cancel

10. Continuing from step **2**, click **Continue** button to proceed.

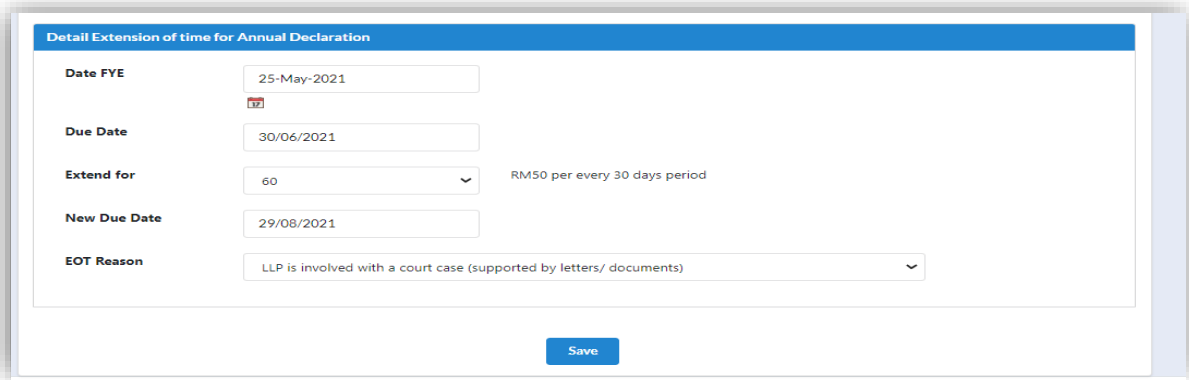**LLP Registration No. ***   LLP_____LGN   Search

LLP Name: _____PLT

Continue

11. User will be able to view the LLP detail as displayed at the LLP Information Detail.

LLP Information Detail

Entity Name	**Entity Reg No.**
▪▪▪▪▪▪▪▪▪ LLP	201504001597 (LLP▪▪▪▪▪▪FGN)
Entity Status	**Entity Type**
EXISTING	FOREIGN REGISTRATION
Registration Date	**Previous FYE**
16/04/2016	24/05/2020

3.1.1 Local LLP

12. In the **Detail Extension of time for Annual Declaration** section, user is required to key in Date FYE. System will auto-calculate the due date.
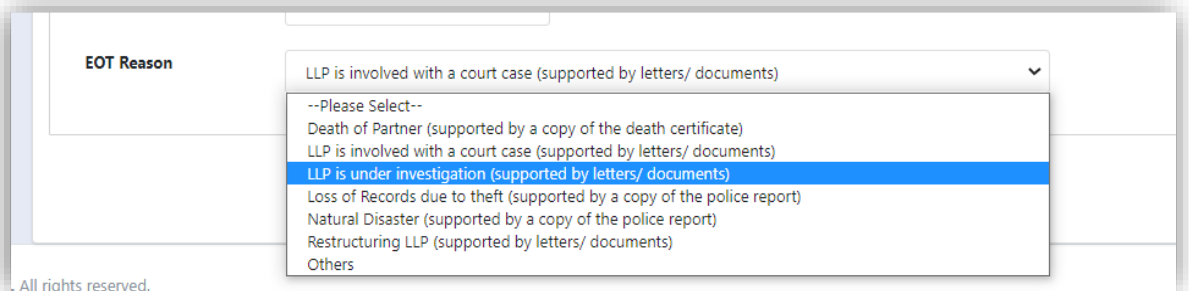
13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

14. User is required to select the **EOT Reason** from the selection listed.

If the reason is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-
• Unable to continue. Please select the reason

15. If select **Others,** user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.

EOT Reason	Others
Reason(if Other)	

⚠ Please complete form items below:-
• Unable to continue. Please fill up the other reason

16. If the **Date FYE** exceeds current date, the prompt message will be displayed.
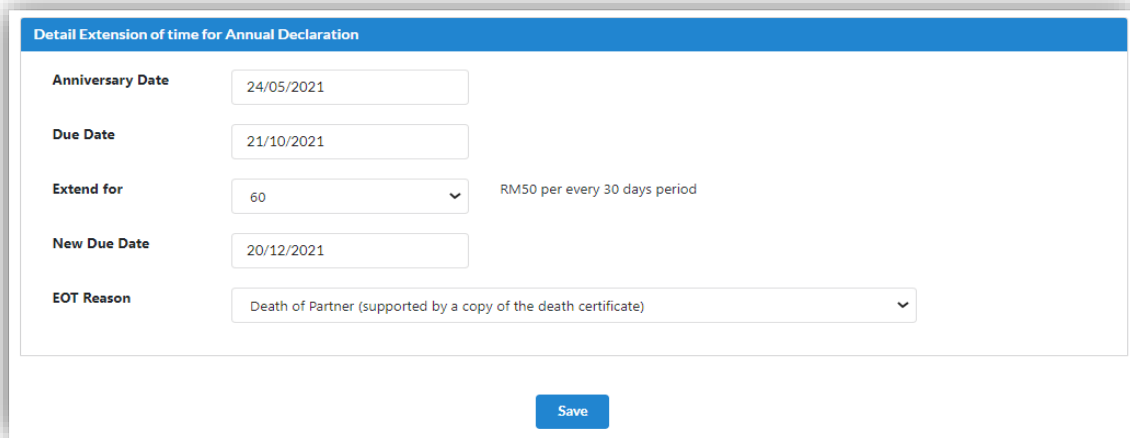
⚠ Please complete form items below:-
• Unable to continue. Please be sure date FYE cannot be future date.

17. If the **Date FYE** skips year, the prompt message will be displayed.

⚠ Please complete form items below:-
• Unable to proceed. Please ensure FYE date do not skip year.

3.1.2 Foreign LLP

18. The anniversary date will be auto-populated by the system.

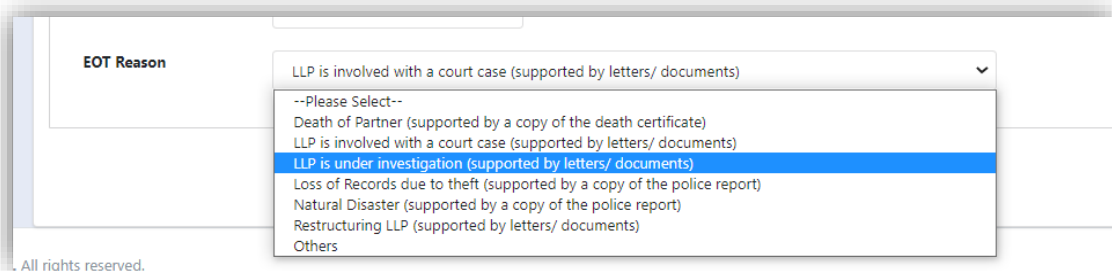19. User must choose the extended period and system will auto-calculate and display the new due date.

20. User is required to select the **EOT Reason** from the selection list.

21. If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.
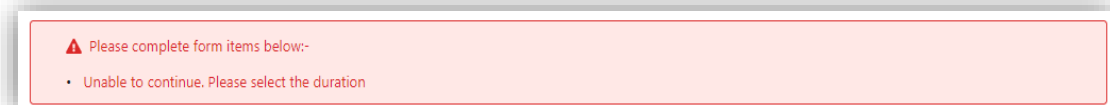
EOT Reason	Others ⌄
Reason(if Other)	

⚠ Please complete form items below:-
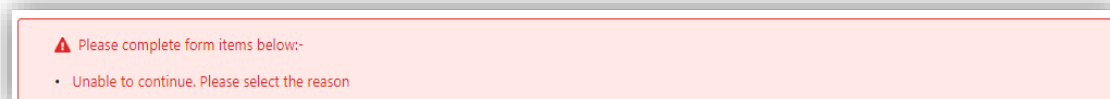- Unable to continue. Please fill up the other reason

22. If the duration is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-
- Unable to continue. Please select the duration

23. If the reason is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-
- Unable to continue. Please select the reason

3.1.3 Supporting Document

24. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

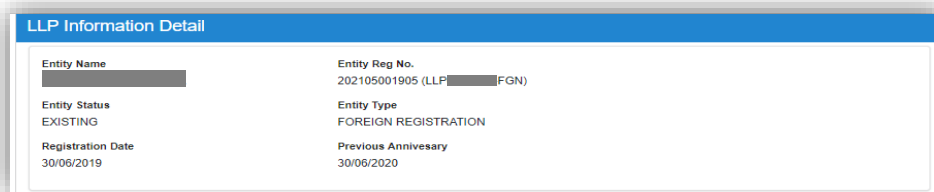25. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

26. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

27. User will be able to view the LLP detail as displayed at the LLP
Information Detail:

- Entity Name
- Entity Reg No
- Entity Status
- Entity Type
- Registration Date
- Previous Date FYE/Anniversary
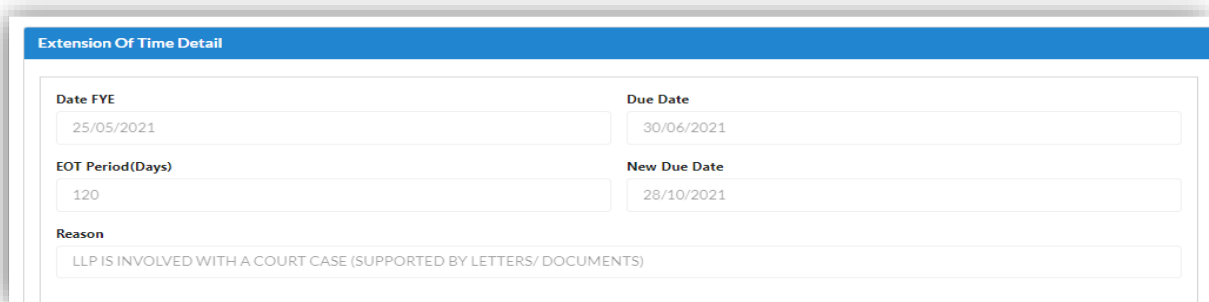
28. In the **Extension Of Time Detail** section, complete details are
displayed:

- Date FYE(local LLP)
- Anniversary Date (foreign LLP)
- Due Date
- EOT Period (days)
- New Due Date
- Reason

29. In the **Fee Detail** Section, total cost for EOT application will be displayed.

30. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

31. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

32. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.
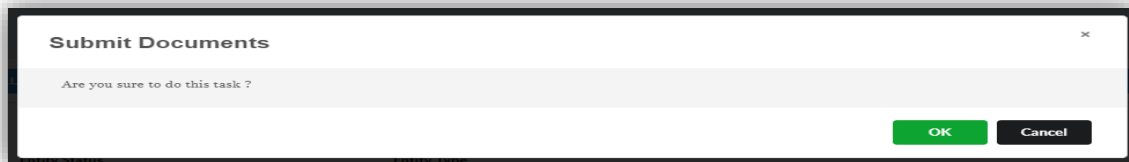
33. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.

34. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.
- Receipt no. is the payment receipt.
- Reference no. is the EOT for Annual Declaration transactions.
- Transaction ID is the payment transaction number.