

LLAP01

Appointment of member of a Limited Liability Partnership (LLP)



This form is part of the PROOF scheme. If your LLP is registered for PROOF, paper versions of this form will be rejected and sent back to the registered office address. Avoid unnecessary rejection and file online. You can view your LLP's PROOF status on the WebFiling Menu Screen.

What this form is for
You may use this form to appoint an individual as a member of an LLP.

What this form is NOT for
You cannot use the form to appoint a corporate member. To do this, please use form LL AP02 'Appointment of a corporate member of a Limited Liability Partnership (LLP)'.

For further information, please refer to our guidance at www.companieshouse.gov.uk

1 LLP details

LLP number	<input type="text"/>
LLP name in full	<input type="text"/>

→ Filling in this form
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Date of member's appointment

Date of appointment	<input type="text"/>
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3 New member's details

Title *	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name ¹	<input type="text"/>
Country/State of residence ²	<input type="text"/>
Date of birth	<input type="text"/>
Appointment type ³	Are you being appointed as a designated member? <input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Former name(s)
Please provide any previous names which have been used for business purposes in the past 20 years.

Married women do not need to give former names unless previously used for business purposes.

Continue in Section 6 if required.

² Country/State of residence
This is in respect of your usual residential address as stated in Section 4a.

³ Appointment type
Your designation must match the status of the LLP.

4 New member's service address⁴

Please complete the service address below. You must also complete the member's usual residential address in Section 4a.	
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

⁴ Service address
This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The LLP's Registered Office' if your service address is recorded in the LLP's register of members as the LLP's registered office.

If you provide your residential address here it will appear on the public record.



This page is not shown on the public record



Do not cover this barcode

4a

New member's usual residential address

Please complete your usual residential address below.

Building name/number									
Street									
Post town									
County/Region									
Postcode	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								
Country									

1 New member's usual residential address
 Please state 'Same as service address' in this section if your usual residential address is recorded in the LLP's register of members' residential addresses as 'Same as service address'.
 You cannot state 'Same as service address' if your service address has been stated in Section 4 as 'The LLP's Registered Office'. You will need to complete the address in full.
 This cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 243 of Companies Act 2006 (as applied to LLPs by The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009)

Section 243 exemption

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under Section 243 of the Companies Act 2006 (as applied to LLPs by The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009).

2 If you are currently in the process of applying for, or have been granted, a Section 243 exemption, you may wish to check you have not entered your usual residential address in Section 4 as this will appear on the public record.

Different postal address:
 If you are applying for, or have been granted, a Section 243 exemption, please post this whole form to the different postal address below:
 The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for a Section 243 exemption with this notice, the application and this form must be posted together.



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5	Signatures	
	I consent to act as member of the above named LLP.	
New member's signature	Signature X	X
Authorising signature	Signature X	X
This form may be signed and authorised by: Designated member, Judicial factor		

6	Additional former names (continued from Section 3)	
Former names		1 Additional former names Use this space to enter any additional names.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The LLP name and number match the information held on the public Register.
- You have provided a correct date of birth.
- You have completed the date of appointment.
- You have completed the appointment type.
- You have indicated if you are a designated member.
- You have provided both the service address and the usual residential address.
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- You have included all former names used for business purposes over the last 20 years.
- You have enclosed a relevant Section 243 application if applying for this at the same time as completing this form.
- The new member has signed the form.
- An authorising signature has been given by a designated member.

Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For LLPs registered in England and Wales:

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff.

For LLPs registered in Scotland:

The Registrar of Companies, Companies House, Fourth Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For LLPs registered in Northern Ireland:

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Section 243 exemption

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk