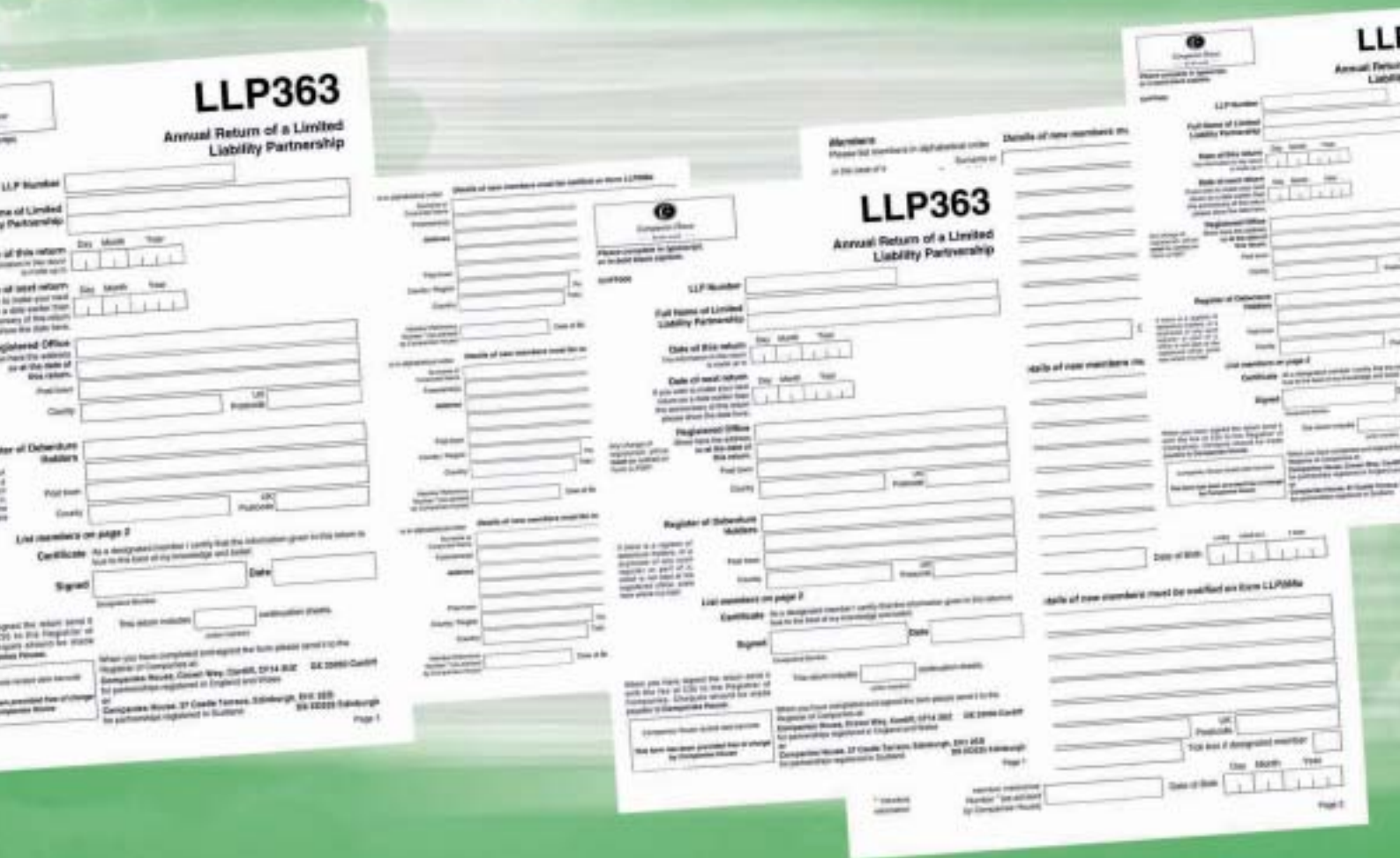


# Limited Liability Partnerships

## LLP363 checklist



Companies House  
— for the record —












# get it right first time

We have written this guidance to help you correctly complete your annual return (Form LLP363). Simply follow the guidelines on pages 2 and 3 and then use the checklist below as a final check.






An annual return is a snapshot of general information about the LLP at a made-up date. A made-up date is the date at which all the information in an annual return must be correct. The made-up date is usually the anniversary of the incorporation of the LLP.

All LLP's must deliver an annual return to Companies House every year and it is separate from a LLP's annual accounts.

## the form

-  **Use the correct form, LLP363**  
Have you used the correct form prescribed by Companies House? All LLP forms are available to download from our web site.
-  **LLP name and number (1-2)**  
These details must be the same as they are shown on your certificate of incorporation or, if applicable, certificate of change of name - if unsure you can confirm these details on our web site.
-  **Return Date (3)**  
Have you entered the correct made-up date for the annual return?
-  **Date of next return (4)**  
If you wish to change the date of the next return to an earlier date, have you indicated this in the appropriate box on the form?
-  **Registered office (5)**  
This must be the full address that is already held on Companies House records. If it has changed, you should complete a Form LLP287 and submit it with your Form LLP363.
-  **Register of debentures (6)**  
If the register of debentures or part of it is kept outside of the registered office, you must notify us of this. You should use Form LLP190 and submit it with the Form LLP363.
-  **Certification Box (7)**  
Has a designated member signed and dated the certification box on the front of the form?
-  **Continuation sheets (8)**  
If you have included continuation sheets, please show how many in the box provided.
-  **Member's details (9-12)**  
Have you listed the details of all the LLP members? Remember to include the full name, residential address and date of birth for individuals. For corporate members, the full name and postal address must be completed. Remember to indicate if the member is designated or non-designated.
-  **Member's reference numbers, MRN's (13)**  
Each member of an LLP will have been issued with a 'Member's Reference Number' or 'MRN' which is unique to their individual details. If you know this number, please complete the box for each member.
-  **Confidentiality Order (14)**  
Only tick this box if you have been granted a confidentiality order. If you have any queries you can contact the administrator on 0845 303 2400.

## general checks

-  **Clear completion**  
When you complete our forms or send us any documents, please remember that we will electronically scan them. This is why we prefer you to complete the forms in black type. If this is not possible, use bold handwriting in block capitals. The full requirements are set out in chapter 1, section 1.2 of our guidance booklet GBLLP2.
-  **Fee**  
Have you included the filing fee of £30.00? Cheques should be made payable to 'Companies House'.
-  **Copies**  
Have you taken a copy of the completed document? We retain all original documents sent to us.
-  **Where and when to send your completed form**  
You must deliver your annual return (Form LLP363) to Companies House (marked for the attention of the LLP team) within 28 days of the made-up date given on the form. You can post or hand deliver your form to any of our offices - see our web site for details.
-  **Remember**  
You cannot use the LLP363 to change any of the partnership details. You must use the relevant forms for changes concerning members, registered office etc. These forms are all available to down load from our web site.

Please refer to the following diagrams for helpful guidance on how to complete the form quickly and correctly.

Alternatively call our LLP team between 9.00am and 5.00pm on 029 2038 0744.

1 Remember all LLP numbers start with the prefix 'OC3' for England and Wales, and 'SO3' for Scotland

# LLP363

## Annual Return of a Limited Liability Partnership



Please complete in typescript, or in bold black capitals.

CHFP000

LLP Number

Full Name of Limited Liability Partnership

Date of this return  
The information in this return is made up to  
Day Month Year

Date of next return  
If you wish to make your next return on a date earlier than the anniversary of this return please show the date here.  
Day Month Year

Registered Office  
Show here the address as at the date of this return.  
  
  
Post town   
County  UK Postcode

Register of Debenture Holders  
If there is a register of debenture holders, or a duplicate of any such register or part of it, which is not kept at the registered office, state here where it is kept.  
Post town   
County

List members on page 2

Certificate  
As a designated member I certify that the information given in this return is true to the best of my knowledge and belief.  
Signed  Date   
Designated Member

This return includes  continuation sheets.  
(enter number)

When you have signed the return send it with the fee of £35 to the Registrar of Companies. Cheques should be made payable to Companies House.

When you have completed and signed the form please send it to the Registrar of Companies at:  
Companies House, Crown Way, Cardiff, CF11 3GU  
for partnerships registered in England and Wales  
or  
Companies House, 37 Castle Terrace, Glasgow, G4 7DQ  
for partnerships registered in Scotland

Companies House receipt date barcode  
This form has been provided free of charge by Companies House  
Form April 2002

4 Only complete this box if you want to change the date of your next return

2 Enter the full partnership name including 'Limited Liability Partnership' or 'LLP'

5 The registered office address must be completed in full

3 Please complete the date that this return is made-up to

6 Only complete this box if you have a register of debenture holders, and it is kept at an address other than the registered office

7 The certification box must be signed and dated by a designated member

8 Please indicate how many continuation sheets you have enclosed

9 Member's full name or corporate name must be completed

### Members

Please list members in alphabetical order

In the case of a member that is a corporation or a Scottish firm, the name is the corporate or firm name.

Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address.

Details of new members must be notified on form LLP288a

Surname or Corporate Name: Ellis  
Forename(s): Peter John  
Address: 52 Western Avenue  
Post town: New  
County / Region: Monmouthshire Postcode: N67 8AB  
Country:   
Tick box if designated member:

10 Member's residential address must be shown here

11 Indicate here if a designated member

Member Reference Number \*(as advised by Companies House): 0123

Date of Birth: Day 1, 6, 0, 7, Year 1, 9, 7, 0

\* Voluntary information

13 Each member has a unique member's reference number. Please enter it here

12 Enter member's full date of birth here

### Members

Please list members in alphabetical order

In the case of a member that is a corporation or a Scottish firm, the name is the corporate or firm name.

Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office

Details of new members must be notified on form LLP288a

Surname or Corporate Name: Jones  
Forename(s): Clare Marie  
Address: Flat 2, 78 Orchard Lane  
Post town: London  
County / Region: UK Postcode: WC3 7AG  
Country:   
Tick box if designated member:

Member Reference Number \*(as advised by Companies House): 4255

Date of Birth: Day 2, 1, 0, 4, Year 1, 9, 5, 2

\* Voluntary information

14 Indicate here if member has a confidentiality order