

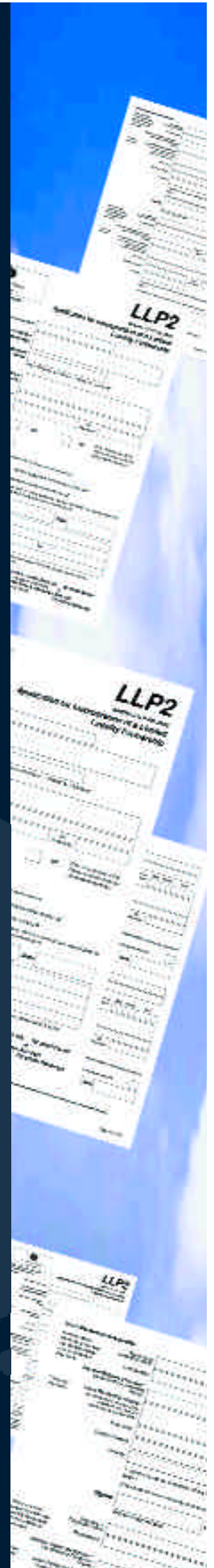


Companies House

— *for the record* —

INCORPORATION CHECKLIST FOR A LIMITED LIABILITY PARTNERSHIP (LLP)

www.companieshouse.gov.uk



GET IT RIGHT FIRST TIME

If you think a Limited Liability Partnership is right for you, these easy to follow guidelines will help you to complete the form. Simply follow the diagrams on pages 2 and 3 and then use the checklist below as a final check.

**We have to reject a high number of LLP incorporation documents.
The three most common reasons for this are:**

1. *No 'LLP' or 'Limited Liability Partnership' at the end of the Proposed Name.*
2. *No reference to Situation of Registered Office. For example "England and Wales", 'Wales' or 'Scotland'.*
3. *No signature of consent to act as a Member/Designated Member.*

THE FORM

- ✓ **Use the correct form, (LLP2)**
Have you used the correct form prescribed by Companies House? These are available on our Web site or from any of our offices.
- ✓ **Full LLP name**
Have you included '**LLP**' or '**Limited Liability Partnership**' at the end of the proposed name? If you fail to do so we will reject your application.
- ✓ **Registered office**
Have you specified the correct location and full address of the registered office? The location must be 'England & Wales', 'Wales' or 'Scotland'.
- ✓ **Certification**
The statement of compliance must be signed by a solicitor or proposed member indicating in what capacity they are signing.
- ✓ **Members' details**
Have all the members' details been completed? These include: name, address, date of birth and designation.
- ✓ **Signatures**
All members/designated members must sign and date the incorporation document to confirm their consent to act.
- ✓ **Punctuation**
If you have used punctuation in your LLP name do you want this included on your Incorporation Certificate? Please clarify this in your covering letter.

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 contained in our booklet GBLLP2, chapter 1, section 1.2.
- ✓ **LLP name**
Is the LLP name available? Have you checked with Companies House call centre 0870 33 33 636? Please note, however, that we can not reserve a name. Nor can we register a name which is identical to one already on the register. See our booklet GBLLP1 chapter 2.
- ✓ **Disqualified Members**
Are any of the proposed members disqualified from acting as a member of an LLP or as the director of a company? Check the Disqualified Directors Register on our website.
- ✓ **Fee**
Is the required fee of £20 enclosed?
- ✓ **Copies**
Have you taken a copy of the completed incorporation document? The Registrar retains all original documents sent to him.
- ✓ **Where to send your completed form**
You can post or hand deliver your form to any of the offices listed on the inside back cover of our guidance booklets. These are also available on our web site.

INCORPORATION CHECKLIST FOR A LIMITED LIABILITY PARTNERSHIP (LLP)

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.

The LLP name must be shown and **must** include either 'LLP' or 'Limited Liability Partnership' at the end of the name

The registered office address must be given in full

The situation of the registered office address must be shown, and located in 'England & Wales', 'Wales' or 'Scotland'

The members' designation should be identified either on the front page of the LLP2 or beneath each member's details

If the number of continuation sheets box is completed then these pages must be present

A certification box must be completed

The person who ticks the certification box must sign and date underneath

LLP2
(Section 2 LLP Act 2000)
Application for Incorporation of a Limited Liability Partnership

Companies House
for the record
Please complete in typescript, or in bold black capitals.
CHFP000

Please leave this box blank

Full Name of Limited Liability Partnership
An Example LLP

Situation of Registered Office
England and Wales
Insert "England and Wales", "Wales" or "Scotland"

Registered Office Address
12 Company Avenue
East Field
Cardiff
UK Postcode NC12 5SR

PO Box number only is not acceptable

County / Region

Will all Members from time to time be designated members?
(List members overleaf)
 YES NO
If no, at least two of the listed members must be designated members

Number of continuation sheets attached to this application for incorporation

I certify that I am a: (Please tick appropriate box)
 Solicitor engaged in the formation of this LLP
 Member named overleaf of the LLP
And that the two or more persons named overleaf are associated for carrying on a lawful business with a view to profit.

Signed *JR Lewis* **Date** 4 May 2001

Mr P Ingram
Company Formations, 133 Park Rd, Newport NJ2 7BU
Tel 01234 567890
E-mail pingram@anexample.co.uk

Please give the name, address, telephone number and e-mail address (if available) of the person Companies House should contact if there is any query. (DX addresses are acceptable for this purpose if you have one).

Companies House receipt date barcode
This form has been provided free of charge by Companies House.
Form April 2001

When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for partnerships registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for partnerships registered in Scotland

INCORPORATION CHECKLIST FOR A LIMITED LIABILITY PARTNERSHIP (LLP)

Member's surname or corporate name must be entered here

Member's forename(s) must be entered here

Member's date of birth must be entered here

Member's usual residential address must be entered here

Signed

Schwers

Date 4 May 2001

If a member being appointed is a designated member, the consent box should be ticked

Each appointed member must sign and date

Signed

HR May

Date 4 May 2001

NOTE: Unless there are at least two designated members, all members will be designated members.

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