

# LL CH01

## Change of details of a member of a Limited Liability Partnership (LLP)



☒ **What this form is for**  
You may use this form to change the  
details of an individual person who  
is a member.

☐ **What this form is NOT for**  
You cannot use this form to change  
the details of a corporate member.  
To do this, use form LL CH02  
'Change of details of a corporate  
member of a Limited Liability  
Partnership.'

WEDNESDAY



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11/11/2009

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COMPANIES HOUSE

### 1 LLP details

LLP number

LLP name in full

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

All fields are mandatory unless  
specified or indicated by \*

### 2 Member's current details on the Register ①

Date of birth \*

Title \*

Full forename(s)

Surname

① **Current details**  
This information is used to identify  
your details on the LLP record.  
Providing a date of birth will help  
us identify the correct person on  
the public record. This is voluntary  
information and if completed it will  
be placed on the public record.

### 3 Date of change of details

Date of change  
of details

Please complete the appropriate sections to indicate which of your details  
have changed.

### 4 Change of name details

Title \*

Full forename(s) ②

Surname ②

② **New name**  
Please enter your new name.

### 5 Change of service address ③

Building name/number

Street

Post town

County/Region

Postcode

Country

☒ I confirm that there has been no change in the LLP's register of members'  
residential addresses.

③ **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 company's register  
of members as the LLP's registered  
office.  
  
If you provide your residential  
address here it will appear on the  
public record.

Please complete Section 5a if  
your usual residential address has  
changed.

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## Change of country/state of residence

Change of country/  
state of residence

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## Change of status of member

I consent to act as a ①

☐ designated member

☐ member

of the above named LLP.

Member's consent  
signature ②

Signature

X

### ① Change of status

Please tick one box.

### ② Consent signature

Please sign to indicate your consent  
to the change of status.

Please **only** sign here if you are  
changing your status as a member.

X

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## Authorising signature ③

This must be completed in all cases.

I am signing this form on behalf of the LLP.

Signature

Signature

X

C. Senior

X

### ③ Authorising signature

This must be signed in all cases.

This form must be signed by: Designated member, Judicial factor.

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## Change of details of a member of a Limited Liability Partnership (LLP)



### 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 Jonathan Westwell

Company name Baker & McKenzie LLP

Address 100 New Bridge Street

Post town London

County/Region

Postcode E C 4 V 6 J A

Country

DX 233 London Chancery Lane

Telephone 0207 919 1705



### 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 completed in Section 3 the date of change of details.
- ☐ If you have changed the services address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a.
- ☐ Any new address 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 entered the relevant change of details.
- ☐ You have signed your consent if you have changed your membership status in Section 7.
- ☐ A designated member has signed the form in Section 8.



### 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, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS.  
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](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)