

# 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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16/07/2014

#273

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 \*

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

Date of birth \* ②

Title \*

Full forename(s)

Surname

① **Current details**  
This information is used to identify  
your details on the LLP record.

② This is voluntary information and if  
completed it will be placed on the  
public record.

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### Date of change of details

Date of change of details

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

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### Change of name details

Title \*

Full forename(s) ③

Surname ③

③ **New name**  
Please enter your new name.

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### Change of service address ④

Building name/number

Street

Post town

County/Region

Postcode

Country

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 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.

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

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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

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.

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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

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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### 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 **Jeremy Parkes**

Company name **Field Seymour Parkes LLP**

Address **1 London Street**

Post town **Reading**

County/Region **Berkshire**

Postcode **R G 1 4 Q W**

Country **England**

DX **4001 Reading1**

Telephone **+44 (0)118 951 6200**



### 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,  
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](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)**

# LL CH01 - Supplementary Guidance

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

## Supplementary guidance

In completing this form you will need to know how the operation of the register of members and register of members' residential addresses kept by the LLP affects it.

## A Entries for a member

LLPs have to keep two registers of members:

- The register of member, which will contain all the members' particulars except for the residential address, and
- The register of members' residential addresses.

You must inform Companies House of both addresses for each of your members. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a member, you can enter the service address in the register of members', and simply enter "same as service address" in the register of members' residential addresses.

## B Changes of address where you have used the "same as service address" facility

### B1. Changing both addresses to the same address

If the member is changing both addresses to the same new address, the registers will look as follows:

#### - Register of members

<b>Original entry:</b>	<b>New entry:</b>
1 High Street	2 Low Street
Anytown.	Anytown
AN1 1AA	AN1 1BB

#### - Register of members' residential addresses

<b>Original entry:</b>	<b>New entry:</b>
"Same as service address"	Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct.

You must complete form LL CH01 and enter the new service address in **Section 5**. As the entry in your residential address register has not changed (because it is still the "same as" the service address), you would tick the box in **Section 5** (confirming that there has been no change to the register of members' residential addresses). You would not then complete **Section 5a**.

### B2. Change of service address only

If the member is only moving his service address, and not moving his residential address as well, the registers will look as follows:

#### - Register of members

<b>Original entry:</b>	<b>New entry:</b>
1 High Street	2 Low Street
Anytown	Anytown
AN1 1AA	AN1 1BB

#### - Register of members' residential addresses

<b>Original entry:</b>	<b>New entry:</b>
"Same as service address"	1 High Street
	Anytown
	AN1 1AA

You must complete form LL CH01 and enter in **Section 5** the new service address. As the entry in your members' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of residential addresses). You need to complete **Section 5a** with the residential address.

### B3. Change of residential address only

If, however, the member is only moving his residential address, and not moving his service address as well, the registers will look as follows:

#### - Register of members

<b>Original entry:</b>	<b>New entry:</b>
1 High Street	1 High Street
Anytown	Anytown
AN1 1AA	AN1 1AA

#### - Register of members' residential addresses

<b>Original entry:</b>	<b>New entry:</b>
"Same as service address"	2 Low Street
	Anytown
	AN1 1BB

You must complete form LL CH01. Do not complete the service address or tick the box in **Section 5** as the usual residential address is now not the same as the service address. The entry in the register of members' residential addresses has changed, so you need to complete **Section 5a** with the residential address.

## C Changes of address where the addresses are different

If the addresses in the two registers are different you will need to fill in the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete **Section 5** and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only fill in **Section 5a**. If both addresses change you would complete **Section 5**, but not tick the box (to show that there has been a change in the register of members' residential addresses), and then fill in **Section 5a**.