In accordance with Section 9 of the Limited Liability Partnerships Act 2000.

LL CH01

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

companyregistrations online

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'.

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

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 ❶

Date of birth * d d m m y y y y

Title *

Full forename(s)

Surname

❶ 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 d d m m y y y y

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

4 Change of name details

Title *

Full forename(s) ❷

Surname ❷

❷ New name
Please enter your new name.

5 Change of service address ❸

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.

❸ 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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X

This page is not shown on the public record

Do not cover this barcode

5a Change of usual residential address ❶

Please complete this section if you have changed your usual residential address.

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❶ **Change of 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 5 as 'The LLP's Registered Office'. You will need to complete the address in full.

This address 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 ❷

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 by The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009.

☐

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.

❷ 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 5 as this will appear on the public record.

X

6 Change of country/state of residence

Change of country/ state of residence

7 Change of status of member

I consent to act as a ❶

☐ designated member

☐ member

of the above named LLP.

Member's consent signature ❷

Signature

X X

❶ **Change of status**
Please tick one box.

❷ **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.

8 Authorising signature ❸

This must be completed in all cases.

I am signing this form on behalf of the LLP.

Signature

Signature

X X

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

❸ **Authorising signature**
This must be signed in all cases.

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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 completed in Section 3 the date of change of details.
- ☐ If you have changed the service 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
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