

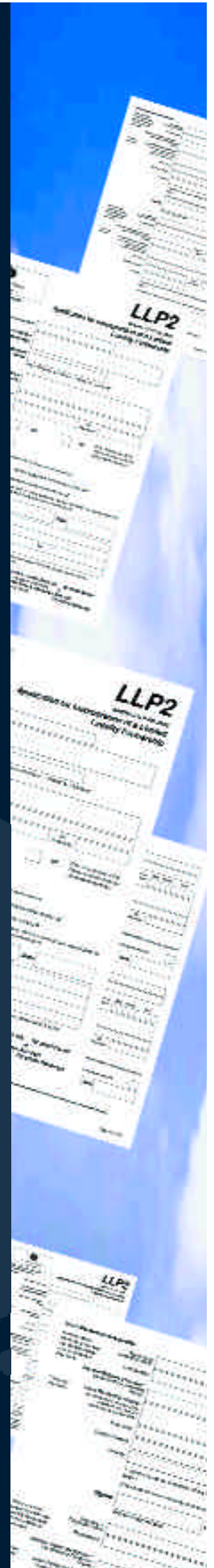


*Companies House*

— for the record —

# INCORPORATION CHECKLIST FOR A LIMITED LIABILITY PARTNERSHIP (LLP)

[www.companieshouse.gov.uk](http://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 £95 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 DX ED235 Edinburgh

# 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

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

Each appointed member must sign and date

**List of Members on Incorporation**

Please do not fill in this section unless you are appointing a member to the LLP.

**Member 1**

Surname or Corporate Name: Chivers

Forename(s): Stuart Philip

Member Reference Number (as issued by Companies House):

Usual Residential Address (as registered in previous office or as stated in the return of a company or in Scotland law 1):  
 2 Meadow Way  
 Green Fields  
 Wryppitt  
 South Glamorgan  
 UK  
 Postcode: PR72 3JU

Date of Birth: Day: 30 Month: 09 Year: 1973

I consent to act as a member of the limited liability partnership named on page 1.  
 (Please tick this box if consenting to act as a designated member)

Signed: Schivers Date: 4 May 2001

Member to sign and date

**Member 2**

Surname or Corporate Name: May

Forename(s): Hannah Rebecca

Member Reference Number (as issued by Companies House):

Usual Residential Address (as registered in previous office or as stated in the return of a company or in Scotland law 1):  
 31 Windsor Close  
 Heath Walk  
 Coward  
 UK  
 Postcode: PC1 7AJ

Date of Birth: Day: 19 Month: 04 Year: 1980

I consent to act as a member of the limited liability partnership named on page 1.  
 (Please tick this box if consenting to act as a designated member)

Signed: H.R. May Date: 4 May 2001

Member to sign and date

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

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