



Companies House

# LL AP01

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## Appoint a member of an LLP

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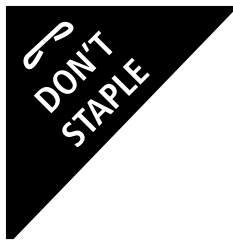
Use the [online service](#) to update your information as quickly as possible.

Or visit:

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**It takes longer to  
process paper forms  
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# LL AP01

## Appointment of member of a Limited Liability Partnership (LLP)



Companies House



Go online to file this information  
www.gov.uk/companieshouse

**✓ What this form is for**  
You may use this form to appoint an individual as a member of an LLP.

**✗ What this form is NOT for**  
You cannot use the form to appoint a corporate member. To do this, please use form LL AP02 'Appointment of a corporate member of a Limited Liability Partnership (LLP)'.

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 LLP details

LLP number	<input type="text"/>
LLP name in full	<input type="text"/>

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

### 2 Date of member's appointment

Date of appointment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 3 New member's details

Title *	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s) ①	<input type="text"/>
Country/State of residence ②	<input type="text"/>
Month/year of birth ③	<input type="text"/>
Appointment type ④	Are you being appointed as a designated member? <input type="checkbox"/> Yes <input type="checkbox"/> No

**① Former name(s)**  
Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.  
  
Continue in section 7 if required.

**② Country/State of residence**  
This is in respect of your usual residential address as stated in section 4a.

**③ Month and year of birth**  
Please provide month and year only.

**④ Appointment type**  
Your designation must match the status of the LLP.

### 4 New member's service address ⑤

Please complete the service address below. You must also complete the member's usual residential address in <b>Section 4a</b> .	
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

**⑤ 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 LLP's register of members as the LLP's registered office.  
  
If you provide your residential address here it will appear on the public record.

**This page is not shown on the public record**



Do not cover this barcode

3a

### New member's date of birth<sup>①</sup>

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
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#### ① Date of birth

Please give the full date of birth. The day (dd) will not appear on the public record unless the LLP has elected to hold LLP members' information on the public register.

4a

### New member's usual residential address<sup>②</sup>

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② New 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 4 as 'The LLP's Registered Office'. You will need to complete the address in full.

This cannot be a PO Box or DX 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<sup>③</sup>

If you are completing (or have completed) a form LLSR04 to prevent your usual residential address from being disclosed to credit reference agencies, tick the box.

#### 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.

③ If you are completing (or have completed) a form LLSR04, you may wish to check you have not entered your usual residential address in Section 4 as this will appear on the public record.

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## Appointment of member of a Limited Liability Partnership (LLP)

### 5 Consent to act as member

Please tick the box to confirm consent.

The LLP confirms that the person named in section 3 has consented to act as a member of the LLP named in section 1.

### 6 Signature

I am signing this form on behalf of the LLP.

Signature

Signature

X

X

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

### 7 Additional former names (continued from Section 3)

Former names ⓘ


ⓘ **Additional former names**  
Use this space to enter any additional names.

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## Appointment of 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

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 the date of appointment.
- You have included all former names used for business purposes over the last 20 years.
- You have provided the month and year of birth in section 3.
- You have indicated if you are a designated member.
- You have provided your full date of birth in section 3a.
- You have provided both the service address and the usual residential address.
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address) or DX number.
- You have enclosed a relevant section 243 application if applying for this at the same time as completing this form.
- You have ticked the consent to act statement in section 5.
- You have signed the form.

### Important information

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses and day of birth.**

### 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.

#### **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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**