



Companies House

# LL PSC04

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## Change the details of your person with significant control (PSC)

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

Or visit:

**[ewf.companieshouse.gov.uk](http://ewf.companieshouse.gov.uk)**

**It takes longer to  
process paper forms  
sent to us by post**



# LL PSC04

## Change of details of individual person with significant control (PSC) of a limited liability partnership (LLP)



Companies House



**Go online to file this information**  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

**✓ What this form is for**  
 You may use this form to give notice of a change to the details of an individual who is a person with significant control (PSC).

**✗ What this form is NOT for**  
 You cannot use this form to change the details of a relevant legal entity RLE (use LL PSC05) or an other registrable person (ORP) (use LL PSC06).

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

**Don't use this form if any individual PSC is applying or has applied for protection from having their details disclosed on the public register.**  
**Contact [secureforms@companieshouse.gov.uk](mailto:secureforms@companieshouse.gov.uk) to get the correct form.**

### 1 LLP details

LLP number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 Individual's current details ①

Month/year of birth* ②	<input type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title*	<input type="text"/>										
Full forename(s)	<input type="text"/>										
Surname	<input type="text"/>										

**① Current details**  
 This information is used to identify the details on the public record.  
**②** This is voluntary information and if completed it will be placed on the public record.

### 3 Date of change of details ③

Date of change of details	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please complete the appropriate sections to indicate which details have changed on this date.											

**③ Please enter the date that the change occurred.**  
 Give details of all of the changes that occurred on this date. If you need to enter more than one date, please use a separate form.

### 4 Change of name

Title*	<input type="text"/>										
Full forename(s) ④	<input type="text"/>										
Surname ④	<input type="text"/>										

**④ New name**  
 Please enter the new name.

### 5 Change of service address ⑤

Building name/number	<input type="text"/>										
Street	<input type="text"/>										
Post town	<input type="text"/>										
County/Region	<input type="text"/>										
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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 the individual's residential address.  
 If you provide the individual's residential address here it will appear on the public record.  
 Please complete Section 5a if the individual's usual residential address has changed.

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



Do not cover this barcode

**5a**

## Change of usual residential address <sup>①</sup>

	Please complete this section if the usual residential address has changed.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

### ① Change of PSC's usual residential address

You can state 'Same as service address' in this section if the usual residential address is same as the service address.

You cannot state 'Same as service address' if the 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 790ZF of Companies Act 2006 as applied by The Limited Liability Partnership (Application of Companies Act 2006) Regulations 2009.

## Section 790ZF exemption <sup>②</sup>

Only tick the box below if the individual is in the process of applying for, or has been granted, exemption by the Registrar from disclosing his or her usual residential address to credit reference agencies under section 790ZF of the Companies Act 2006 as applied by The Limited Liability Partnership (Application of Companies Act 2006) Regulations 2009.

Where the individual is applying for a section 790ZF exemption with this form, the application and this form must be posted together.

② If the individual is currently in the process of applying for or has been granted a section 790ZF exemption, you may wish to check you have not entered the individual's usual residential address in section 5 as this will appear on the public record.



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## Change of other details

Change of Country/  
State of residence

Change of nationality

7

## Change of nature of control <sup>①</sup>

Please indicate how the individual is a person with significant control over the LLP

### Share of assets

The individual holds or is treated as holding, directly or indirectly, the right to share in the following percentage of any surplus assets of the LLP on a winding up (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

### Ownership of voting rights

The individual holds, directly or indirectly, the following percentage of the LLP voting rights in the LLP (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

### Ownership of right to appoint/remove LLP management

- The individual holds, directly or indirectly, the right to appoint or remove a majority of the persons who are entitled to take part in the management of the LLP.

### Significant influence or control (Only tick if none of the above apply)

- The individual has the right to exercise, or actually exercises, significant influence or control over the LLP.

### ① Tick each that apply

Tick any new conditions that apply to the individual, as well as any which continue to apply. Only tick the 4th statement (Significant influence or control) if none of the previous statements apply.

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### 8 Change of nature of control by a firm over which the individual has significant control <sup>①</sup>

The individual has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

the members of that firm (in their capacity as such) hold or are treated as holding, directly or indirectly, the right to share in the following percentage of any surplus assets on a winding up of the LLP (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of the voting rights in the LLP (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the members who are entitled to take part in the management of the LLP

the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the LLP.

#### ① Tick each that apply

Tick any new conditions that apply to the members of the firm, as well as any which continue to apply.

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## 9 Change of nature of control by a trust over which the individual has significant control <sup>1</sup>

The individual has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, or are treated as holding, directly or indirectly, the right to share in the following percentage of any surplus assets on a winding up of the LLP (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of the voting rights in the LLP (tick only one):

- more than 25% but not more than 50%
- more than 50% but less than 75%
- 75% or more

the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the members who are entitled to take part in the management of the LLP

the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the LLP.

### 1 Tick each that apply

Tick any new conditions that apply to the trustees of the trust, as well as any which continue to apply.

## 10 Register entry date

Give the date on which you made this update to the LLP's PSC register.

Date   /

## 11 Signature

I am signing this form on behalf of the LLP.

Signature

Signature

X

X

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

You must not send this form unless the individual with significant control has confirmed to you that the details of the change are correct.

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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.
- 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 given the register entry date.
- You have signed the form.



## Important information

**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 790ZF exemption

If you are applying for, or have been granted a section 790ZF 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)