



Companies House

LL AP01

Appoint a member of an LLP



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process paper forms
sent to us by post**

LL AP01

Appointment of member of a Limited Liability Partnership (LLP)



Companies House



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

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"/>	<input type="text"/>
LLP name in full	<input type="text"/>							
	<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	d	d	m	m	y	y	y	y
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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 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"/>
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 Section 4a .
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^①**

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

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^②**

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^③

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.

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 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 D2 as this will appear on the public record.

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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

Authentication

Name

I am authenticating this form on behalf of the LLP.

Enter your printed name. You do not need to include a signature.

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

7

Additional former names (continued from Section 3)

Former names ①

① Additional former names
Use this space to enter any additional names.

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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 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 authenticated 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 can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

gov.uk/companies-house/offices

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 gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website: gov.uk/companieshouse