

# LL CH01

## Change of details of a 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 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: gov.uk/companieshouse

### 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 <sup>①</sup>

Month/year of birth\* <sup>②</sup> **X** **X**

Title \*

Full forename(s)

Surname

#### ① Current details

This information is used to identify your details on the LLP record.

② 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

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

### 4 Change of name details

Title \*

Full forename(s) <sup>③</sup>

Surname <sup>③</sup>

#### ③ New name

Please enter your new name.

### 5 Change of service address <sup>④</sup>

Building name/number

Street

Post town

County/Region

Postcode

       

Country

I confirm that there has been no change in the members' residential address.

#### ④ 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 the same 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.

**This page is not shown on the public record****Do not cover this barcode****5a****Change of usual residential address ①**

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

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Change of member's usual residential address**

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

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

### 6 Change of country/state of residence

Change of country/  
state of residence

### 7 Change of status of member

The person consents to act as a **1**  
designated member of the above named LLP.  
member of the above named LLP.

#### **1 Change of status**

Please tick one box to indicate  
consent.

Please **only** complete this section  
if you are changing the status of  
a member.

### 8 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 must be signed and authorised by:  
Designated member, Judicial factor.

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## Change of details of a 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 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 ticked to indicate consent in section 7 if member's status has changed.
- ☐ A designated member has authenticated the form in section 8.



### Important information

**Please note that all information on this form will appear on the public record.**



### 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](https://gov.uk/companies-house/offices)**



### Further information

For further information, please see the guidance notes on the website at [gov.uk/companieshouse](https://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 our website: [gov.uk/companieshouse](https://gov.uk/companieshouse)**