

LL PSC04

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



Companies House

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✓ **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:
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 to get the correct form.

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 Individual's current details^①

Month/year of birth*^② **X** **X**

Title*

Full forename(s)

Surname

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

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*

Full forename(s)^④

Surname^④

④ New name

Please enter the new name.

5 Change of service address^⑤

Building name/number

Street

Post town

County/Region

Postcode

Country

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^①

	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^②

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 control¹

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.

¹Tick 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 ^①

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 ¹

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 Date of confirmation

This is the date the company had confirmation of:

- there being a change in details
- how the details had changed
- the date of the change

Date

11 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 authenticated 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 authenticated 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

Using the upload service

You can upload certain forms to Companies House instead of sending them by post. Search online for the 'Upload a document to Companies House' service.

Sending by post

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

You must send all documents to our main office in Cardiff. This applies to all companies registered in Scotland, Northern Ireland, England and Wales.

If you do not send your documents to the correct address, your post may be re-directed and will take longer to reach us.

Companies House

**Crown Way
Cardiff
CF14 3UZ**

DX 33050 Cardiff

For more information on where to send the form visit:

gov.uk/companies-house/offices

Section 790ZF exemption

If you are applying for (or have been granted) a section 790ZF exemption, post this whole form to the following postal address instead:

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**