

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

**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 LLAP02 'Appointment of  
a corporate member of a Limited  
Liability Partnership (LLP)'.

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

### 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"/>	<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	<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"/>
---------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

### 3 New member's details

Title *	<input type="text"/>						
Full forename(s)	<input type="text"/>						
Surname	<input type="text"/>						
Former name(s) ❶	<input type="text"/>						
Country/State of residence ❷	<input type="text"/>						
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appointment type ❸	Are you being appointed as a designated member? <input type="checkbox"/> Yes <input type="checkbox"/> No						

❶ **Former name(s)**  
Please provide any previous names  
which have been used for business  
purposes in the past 20 years.  
  
Married women do not need to give  
former names unless previously used  
for business purposes.

Continue in Section 6 if required.

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

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

### 4 New member's service address ❹

	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"/>								
	<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"/>
Country	<input type="text"/>								

❹ **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

**4a**

**New member's usual residential address** ①

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

**① 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, DX or LP (Legal Post in Scotland) 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** ②

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 (as applied to LLPs by The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009).

**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.

② 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 4 as this will appear on the public record.



# LL AP01

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

**5**

### Signatures

I consent to act as member of the above named LLP.

New member's  
signature

Signature

X

X

Authorising signature

Signature

X

X

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

**6**

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

Former names ⓘ


ⓘ **Additional former names**

Use this space to enter any additional names.

# LL AP01

## 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 provided a correct date of birth.
- You have completed the date of appointment.
- You have completed the appointment type.
- You have indicated if you are a designated member.
- 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), DX or LP (Legal Post in Scotland) number.
- You have included all former names used for business purposes over the last 20 years.
- You have enclosed a relevant Section 243 application if applying for this at the same time as completing this form.
- The new member has signed the form.
- An authorising signature has been given by a designated member.

### **Important information**

**Please note that 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, First Floor, Waterfront Plaza, 8 Laganbank Road, Belfast, Northern Ireland, BT1 3BS.  
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.companieshouse.gov.uk](http://www.companieshouse.gov.uk) 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.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**