

# Limited Liability Partnership (“LLP”) Incorporation

\* All prices inclusive of VAT and Companies House fees

## Basic Package

£210.00

This package contains

- **Certificate of Incorporation**
- **LLP seal**
- **LLP Registers, a loose leaf binder containing statutory registers**

*\*It should be noted that LLPs take an average of 3 working days to be incorporated at Companies House from the time Oswalds receive your instructions. However, if you require your LLP incorporation to be processed via Companies House expedite service (approximately 5 hours from receipt of instructions) please call 0131 200 7124*

## The following details should be noted for completion of Form LLIN01

### LLP Name

The name of an LLP has to end in **LLP** or **LIMITED LIABILITY PARTNERSHIP**. LLPs are subject to the same rules as companies in relation to identical names, “too like” names and the use of sensitive or prohibited words in their names. If you would like to check on the availability of a name please contact us on 0131 200 7124 and we will be pleased to provide guidance on suitability of a proposed name.

### Situation of Registered Office

Please note that once an LLP is registered, the jurisdiction of registration can never be changed. For example, an LLP registered in Scotland will remain in Scotland for the duration of its existence.

### Registered Office Address

The full registered office address must be provided, including postcode. PO Box numbers are not acceptable.

### Members

All of the proposed members of the LLP must sign the Form LLIN01, which includes a statement of compliance with statutory requirements. **There must be at least two members in the LLP** but there is no statutory maximum.

The form must be completed to state whether all of the members will be designated members. If this is not the case, **at least two listed members must be designated members**. Designated members have the principal responsibility for statutory filing requirements and associated matters. For example, they must sign the annual accounts on behalf of all the members and ensure that the accounts and annual returns are filed with Companies House every year. In all other respects, a designated member has the same rights and responsibilities as any other member of the LLP. They can be considered as compliance officers for the LLP as they must ensure that the filing requirements are complied with.

Any subsequent changes to members must be agreed by all the members of the LLP, and must be notified to Companies House. **If the number of members ever falls to two, then all of the members are deemed to be designated members.**

## Compliance Consultancy Service

**£352.50 per annum**

We will provide ongoing support to the LLP, and the following duties will be carried out under the service:

- Provision of the LLP's Registered Office address (optional)
- Preparing the First Members Meeting minutes dealing with initial post-incorporation matters
- Provision of information relating to annual statutory obligations of the LLP
- Maintaining the statutory and non-statutory registers
- Preparing the Annual Return for the LLP
- Sending reminders for lodgment of accounts due to be filed at Companies House

We will also ensure that other events such as changes to members or LLP agreement are correctly transacted, and can provide support and advice on a wide range of corporate law matters. Our charges here will be based on the time spent in each particular instance, and will be notified to you in advance.

If you require any further information or assistance regarding company compliance matters, please contact us on 0131 200 7141.

## Registered Office Service

*\*Free of charge to subscribers of Compliance Consultancy Service*

We can provide a registered office address for receiving official documents, such as mail from Companies House or Inland Revenue, even if you do not wish to take our Compliance Consultancy Service. . Please select from the list below:

Edinburgh (£152.75)  Bristol (£152.75)  London (£211.50)   
Belfast (£152.75)  (prices shown are per annum)

If correspondence and renewal invoices relating to this service should go to someone else other than the correspondence address given at Step 7 please give their details below.

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Statutory Registers and Minutes of  
First Members**

£ Included

Please complete this section only if you have subscribed to **our Compliance Consultancy Service**

**(a) LLP's Year end for accounting purposes**

This will only appear in the minutes if you confirm the year end here.

DAY \_\_\_\_\_ MONTH \_\_\_\_\_

**(b) Auditors / Accountants (DELETE AS APPROPRIATE)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**(c) Bankers**

Name: \_\_\_\_\_

Branch: \_\_\_\_\_

## PLACING YOUR ORDER

The information requested below will enable us to send you the company documents as soon as the incorporation certificate has been issued. This information will also be used on your invoice.

Name: \_\_\_\_\_

Address to which communications should be sent: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

DX No (if applicable): \_\_\_\_\_ Your Ref: \_\_\_\_\_

Oswalds Account No (if applicable): \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Money Laundering Regulations 2007



**For professional advisers:** please tick the above box to confirm that you have carried out customer due diligence measures in accordance with the Regulations.

This order form should be sent to:

Oswalds  
24 Great King Street  
Edinburgh  
EH3 6QN

or

Oswalds  
DX:ED74  
Edinburgh

or

Oswalds  
LP209  
Edinburgh 2



Oswalds is the trading name of Jordans (Scotland) Limited  
24 Great King Street, Edinburgh EH3 6QN  
Telephone 0131 557 6966 Fax 0131 556 2917 DX ED74 Edinburgh LP209 Edinburgh 2  
Registered in Scotland under No. 57796 Registered Office: 24 Great King Street, Edinburgh EH3 6QN  
VAT No. GB137 4442 71

**PAYING FOR THE COMPANY**

*All prices include VAT*

**By Card** TYPE \_\_\_\_\_

**Total amount payable** £ \_\_\_\_\_ . \_\_\_\_\_

CARD NO

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ISSUE NO (if applicable)

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VALID FROM

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EXPIRY DATE

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Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**By Cheque made payable to 'OSWALDS'**

**Total amount payable** £ \_\_\_\_\_ . \_\_\_\_\_

**For personal cheques:**

Cheque Guarantee Card No: \_\_\_\_\_

**For business cheques:**

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone No: \_\_\_\_\_