

Limited Liability Partnership (“LLP”) Incorporation

* All prices inclusive of VAT and Companies House fees

Basic Package £219.00

This package contains

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

** LLPs take an average of 24 hours 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 expedited service (approximately 5 hours from receipt of instructions) please call 0131 557 6966.*

The following details should be noted

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 557 6966. Otherwise, please enter the proposed name here:

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

There must be at least two members in the LLP but there is no statutory maximum.

The order 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.**

Member appointments

NOTE: The **service address** will appear on the public record. It does not have to be your usual residential address and could be the LLP's registered office. If you have chosen the Compliance or Registered Office Service you should enter 24 Great King Street, Edinburgh, EH3 6QN as the service address.

First member's details

Title: _____ First Names: _____

Surname: _____

Any former name(s) by which known for business purposes within past 20 years:

Residential Address: _____

_____ Postcode: _____

Service Address (if different): _____

_____ Postcode: _____

Date of Birth: DD ____ MM ____ YYYY _____

Country/state of residence: _____

Please tick this box if you are consenting to act as a designated member

Security details: **Last** three digits of telephone number: ____ _

First three letters of town of birth: ____ _

First three letters of mothers maiden name: ____ _

Second member's details

Title: _____ First Names: _____

Surname: _____

Any former name(s) by which known for business purposes within past 20 years:

Residential Address: _____

_____ Postcode: _____

Service Address (if different): _____

_____ Postcode: _____

Date of Birth: DD ____ MM ____ YYYY _____

Country/state of residence: _____

Please tick this box if you are consenting to act as a designated member

Security details: **Last** three digits of telephone number: ____ _

First three letters of town of birth: ____ _

First three letters of mothers maiden name: ____ _

Third member's details (if required)

Title: _____ First Names: _____

Surname: _____

Any former name(s) by which known for business purposes within past 20 years:

Residential Address: _____

_____ Postcode: _____

Service Address (if different): _____

_____ Postcode: _____

Date of Birth: DD ____ MM ____ YYYY _____

Country/state of residence: _____

Please tick this box if you are consenting to act as a designated member

Security details: **Last** three digits of telephone number: _ _ _

First three letters of town of birth: _ _ _

First three letters of mothers maiden name: _ _ _

Fourth member's details (if required)

Title: _____ First Names: _____

Surname: _____

Any former name(s) by which known for business purposes within past 20 years:

Residential Address: _____

Postcode: _____

Service Address (if different): _____

Postcode: _____

Date of Birth: DD ____ MM ____ YYYY _____

Country/state of residence: _____

Please tick this box if you are consenting to act as a designated member

Security details: **Last** three digits of telephone number: _ _ _

First three letters of town of birth: _ _ _

First three letters of mothers maiden name: _ _ _

Registered Office address

Please enter the company's registered office address (including postcode). Please note that the LLP's first registered office address determines which country it is domiciled in. Once chosen, the LLP domicile cannot be changed.

Corporate member (if required)

Please copy this sheet first or provide details on a separate sheet if more than one corporate appointment is required.

Name of corporate body/firm: _____

Registered or principal address: _____

_____ Postcode: _____

Name of authorised signatory: _____

Security details: **Last** three digits of telephone number: ___ ___ ___
(of authorised
signatory) **First** three letters of town of birth: ___ ___ ___
 First three letters of mothers maiden name: ___ ___ ___

For companies registered in EEA

Where the firm is registered: _____

Registration number: _____

For companies/firms not registered in EEA

Legal form of the corporate body/firm: _____

Governing law: _____

Where the company or firm is registered: _____

Registration number: _____

(The EEA includes EU countries plus Iceland, Liechtenstein and Norway.)

Compliance Consultancy Service

£360.00 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

**included with Nominee Company Secretarial 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 (£156.00) Bristol (£187.20) London (£259.20)
Belfast (£156.00) (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: _____

**Members Service address
(for up to 6 members)**

£420.00 per annum

Members of LLPs are becoming increasingly conscious of the need to keep their personal details private, especially in relation to their residential address. Under provisions in force under the new Companies Act as of 1 October 2009, members will be required to file a service address for the public record. The service address may be the member's residential address, the LLP's registered office or another address at which the member may be contacted.

Members can change the address that is on the public record to help keep their details confidential and Oswalds can offer the address of 24 Great King Street, Edinburgh, EH3 6QN for use as a service address.

The cost of the service is £350.00 plus VAT per LLP per annum and a mail forwarding charge of £1.00 plus VAT for each item received at our address is also charged. Our fee covers provision of the service address for up to six members. ***Please note that under no circumstances may this address be used as or be advertised as a trading or general correspondence address.**

**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)

--	--	--

VALID FROM

--	--	--	--	--	--

EXPIRY DATE

--	--	--	--	--	--

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: _____