

# LL CH01

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



Companies House



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[www.gov.uk/companieshouse](http://www.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 [www.gov.uk/companieshouse](http://www.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 ①

Month/year of birth\* ②

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

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) ③

Surname ③

#### ③ New name

Please enter your new name.

### 5 Change of service address ④

Building name/number

Street

Post town

County/Region

Postcode

Country

#### 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 recorded in the company's register of members 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.

I confirm that there has been no change in the LLP's register of members' residential addresses.

**This page is not shown on the public record**

Do not cover this barcode

**5a****Change of usual residential address <sup>1</sup>**

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

Building name/number	
Street	
Post town	
County/Region	
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country	

**<sup>1</sup> Change of 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 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.



# LL CH01

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### 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 ❶

- designated member of the above named LLP.  
 member of the above named LLP.

#### ❶ 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 Authorising signature ❸

This must be completed in all cases.

I am signing this form on behalf of the LLP.

Signature

Signature

X

X

#### ❸ Authorising signature

This must be signed in all cases.

This form must be signed by:  
Designated member, Judicial factor.

# LL CH01

## 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 signed the form in Section 8.

### 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
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.gov.uk/companieshouse](http://www.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 the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

# LL CH01 - Supplementary Guidance

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

### Supplementary guidance

In completing this form you will need to know how the operation of the register of members and register of members' residential addresses kept by the LLP affects it.

### **A** Entries for a member

LLPs have to keep two registers of members:

- The register of member, which will contain all the members' particulars except for the residential address, and
- The register of members' residential addresses.

You must inform Companies House of both addresses for each of your members. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a member, you can enter the service address in the register of members', and simply enter "same as service address" in the register of members' residential addresses.

### **B** Changes of address where you have used the "same as service address" facility

#### **B1. Changing both addresses to the same address**

If the member is changing both addresses to the same new address, the registers will look as follows:

##### - Register of members

<b>Original entry:</b> 1 High Street Anytown. AN1 1AA	<b>New entry:</b> 2 Low Street Anytown AN1 1BB
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##### - Register of members' residential addresses

<b>Original entry:</b> "Same as service address"	<b>New entry:</b> Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct.
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You must complete form LL CH01 and enter the new service address in **Section 5**. As the entry in your residential address register has not changed (because it is still the "same as" the service address), you would tick the box in **Section 5** (confirming that there has been no change to the register of members' residential addresses). You would not then complete **Section 5a**.

#### **B2. Change of service address only**

If the member is only moving his service address, and not moving his residential address as well, the registers will look as follows:

##### - Register of members

<b>Original entry:</b> 1 High Street Anytown AN1 1AA	<b>New entry:</b> 2 Low Street Anytown AN1 1BB
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##### - Register of members' residential addresses

<b>Original entry:</b> "Same as service address"	<b>New entry:</b> 1 High Street Anytown AN1 1AA
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You must complete form LL CH01 and enter in **Section 5** the new service address. As the entry in your members' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of residential addresses). You need to complete **Section 5a** with the residential address.

#### **B3. Change of residential address only**

If, however, the member is only moving his residential address, and not moving his service address as well, the registers will look as follows:

##### - Register of members

<b>Original entry</b> 1 High Street Anytown AN1 1AA	<b>New entry</b> 1 High Street Anytown AN1 1AA
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##### - Register of members' residential addresses

<b>Original entry</b> "Same as service address"	<b>New entry</b> 2 Low Street Anytown AN1 1BB
--	--

You must complete form LL CH01. Do not complete the service address or tick the box in **Section 5** as the usual residential address is now not the same as the service address. The entry in the register of members' residential addresses has changed, so you need to complete **Section 5a** with the residential address.

### **C** Changes of address where the addresses are different

If the addresses in the two registers are different you will need to fill in the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete **Section 5** and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only fill in **Section 5a**. If both addresses change you would complete **Section 5**, but not tick the box (to show that there has been a change in the register of members' residential addresses), and then fill in **Section 5a**.