

LL AD04

Change of location of the records to the registered office of a Limited Liability Partnership (LLP)

What this form is for
You may use this form to tell us which LLP records are returning to the registered office.

What this form is NOT for
You cannot use this form if the LLP records have always been at the registered office.

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"/> <input type="text"/>	→ Filling in this form Please complete in typescript or in bold black capitals.
LLP name in full	<input type="text"/> <input type="text"/>	
2	LLP records	
<p>Are all records now available for inspection at the registered office and is the single alternative inspection location previously notified no longer valid?</p> <p>→ No Tick the appropriate boxes in this section to indicate which of the company records are returning to the registered office.</p> <p>→ Yes Go to Section 3.</p>		
<p>The following records have returned to the registered office.</p> <p>Please tick as appropriate:</p> <p><input type="checkbox"/> Register of members.</p> <p><input type="checkbox"/> Register of debenture holders.</p> <p><input type="checkbox"/> Instruments creating charges and register of charges: England and Wales or Northern Ireland.</p> <p><input type="checkbox"/> Instruments creating charges and register of charges: Scotland.</p>		
3	All LLP records to the registered office	
<p>Please tick the box below if all the company records are returning to the registered office.</p> <p><input type="checkbox"/> All records are now available for inspection at the registered office address and the single alternative inspection location previously notified is no longer valid.</p>		
4	Signature	
	<input type="text"/>	
Signature	<input type="text"/>	
<p>This form may be signed by: Designated member, Member, Administrator, Administrative receiver, Receiver manager, Receiver, Judicial factor.</p>		

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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
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.