**ORDER FORM**

**Limited Liability Partnership (LLP)**

This Order Form is designed to take your instructions for the incorporation of a new LLP. Completion of this form will enable us to:

1. advise you on the persons whose identity we must verify in relation to this transaction[[1]](#footnote-1); and
2. advise you of our fee for this particular task.

The information requested will be kept confidential at all times and will be used solely for the purposes for which it is intended.

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| 1. **Your details** |
| Name:  Building name/No:  Street:  Post town:  County/region:  Postcode:  Country:  Phone:  Email:  Address for specific correspondence, if applicable: |
| 1. **Proposed name** |
| Please suggest two names in order of preference:  1st choice:       Limited Liability Partnership/LLP[[2]](#footnote-2)  2nd choice:       Limited Liability Partnership/LLP |

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| 1. **Individual members[[3]](#footnote-3)** | |
| **Member**  Designated member**[[4]](#footnote-4)**  Yes  No  Title:[[5]](#footnote-5)  Forename(s):  Surname:  Former name(s):[[6]](#footnote-6)  **Personal details**  Date of birth:  Nationality:  Occupation:  Country of residence:  **Usual residential address**  Building name/No:  Street:  Post town:  County/region:  Postcode:  Country:  **Service address[[7]](#footnote-7)**  Building name/No:  Street:  Post town:  County/region:  Postcode:  **Only 3 answers are required below[[8]](#footnote-8):**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters):  Capital:[[9]](#footnote-9)  Profit share:  Number of votes: | **Member**  Designated member  Yes  No  Title:  Forename(s):  Surname:  Former name(s):  **Personal details**  Date of birth:  Nationality:  Occupation:  Country of residence:  **Usual residential address**  Building name/No:  Street:  Post town:  County/region:  Postcode:  Country:  **Service address**  Building name/No:  Street:  Post town:  County/region:  Postcode:  **Only 3 answers are required below:**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters):  Capital:  Profit share:  Number of votes: |
| 1. **Corporate members (if applicable)** | |
| **Member**  Designated member**[[10]](#footnote-10)**  Yes  No  Name of corporate body:  **Registered or principal address[[11]](#footnote-11)**  Building name/No:  Street:  Post town:  County/region:  Postcode:  Country:  **EEA corporates[[12]](#footnote-12)**  Where is the corporate  registered:  Registration  number:  **Non EEA corporates**  Governing law:  Legal form of the  corporate:  Where is the corporate registered:  Registration number:  **Name of authorised signatory on behalf of corporate member:**  **Only 3 answers are required in relation to authorised signatory:[[13]](#footnote-13)**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters):  Capital:[[14]](#footnote-14)  Profit share:  Number of votes: | **Member**  Designated member  Yes  No  Name of corporate body:  **Registered or principal address**  Building name/No:  Street:  Post town:  County/region:  Postcode:  Country:  **EEA corporates**  Where is the corporate  registered:  Registration  number:  **Non EEA corporates**  Governing law:  Legal form of the  corporate:  Where is the corporate registered:  Registration number:  **Name of authorised signatory on behalf of corporate member:**  **Only 3 answers are required in relation to authorised signatory:**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters):  Capital:  Profit share:  Number of votes: |
| 1. **Registered office[[15]](#footnote-15)** | |
| Do you wish us to provide the registered office?[[16]](#footnote-16)  Yes  No  If no, please complete the box below. Please note that the statutory registers of the LLP must be kept at the registered office[[17]](#footnote-17) unless special arrangements are made.  Address:  Post town:  Post code: | |
| 1. **Business objectives** | |
| Please provide brief description of the business, trade, profession or occupation to be carried on by the LLP: | |
| 1. **First members’ meeting[[18]](#footnote-18)** | |
| **Accounting reference date[[19]](#footnote-19)**  Day:  Month: | Name:  Building name/No:  Street:  Post town:  County/region:  Postcode: |
| **Chairman**  Title:  Forename(s):  Surname: | Name:  Building name/No:  Street:  Post town:  County/region:  Postcode: |

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| **Meeting venue[[20]](#footnote-20)**  Building name/No:  Street:  Post town:  County/region:  Postcode: | Name:  Building name/No:  Street:  Post town:  County/region:  Postcode: |
| **Meeting date[[21]](#footnote-21)**  dd/mm/yy |
| 1. **Corporate services** | |
| We will provide you with the following upon completion of the formation:   * Certificate of Incorporation * Statutory registers * Basic Members’ Agreement[[22]](#footnote-22) * First minutes of the meeting * Copy of the incorporation document for your records * Domiciliation services, if required, for an annual fee | |
| 1. **Payment** | |
| The fee for the formation of the LLP is £750.00 exclusive of VAT (if you are registered for basic VAT purposes within the EU) or £900.00 inclusive of VAT (if you are not registered for VAT purposes within the EU).  Please arrange for payment of the relevant amount in accordance with the enclosed Payment Instructions. We will hold any sum in our client account until the incorporation is completed.  Should you require domiciliation services, these would be agreed and invoiced separately. | |

I/we hereby request the formation of a limited liability partnership in accordance with the above[[23]](#footnote-23).

Date:

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Contact’s signature Member’s(s’) signature(s), if different

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Designated Member’s(s’) signature(s), if different

1. We will specify clearly what identity document we need to verify your ID in accordance with the EU Money Laundering Directive. [↑](#footnote-ref-1)
2. Delete as appropriate. [↑](#footnote-ref-2)
3. The LLP must have at least two members. At least one member must be an individual. Please provide details on all members. To appoint a corporate member please go to section 4. [↑](#footnote-ref-3)
4. The LLP must have at least two designated members. [↑](#footnote-ref-4)
5. Optional. [↑](#footnote-ref-5)
6. Include any former name by which known for business purposes within the last 20 years. [↑](#footnote-ref-6)
7. This 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. [↑](#footnote-ref-7)
8. This information is used by Companies House to replace signatures on statutory forms and must be provided by each member. It will not appear on the public record. [↑](#footnote-ref-8)
9. Optional. If provided, this information will be included in the draft agreement we will send you on incorporation. [↑](#footnote-ref-9)
10. You must have at least two designated members. [↑](#footnote-ref-10)
11. This address will appear on the public record. It must be a physical location for the delivery of documents. It cannot be a PO Box number etc. [↑](#footnote-ref-11)
12. For a list of European Economic Area countries visit the Companies House website www.companieshouse.gov.uk [↑](#footnote-ref-12)
13. This information is used by Companies House to replace signatures on statutory forms and must be provided by each officer. It will not appear on the public record. [↑](#footnote-ref-13)
14. Optional. If provided, this information will be included in the draft agreement we will send you on incorporation. [↑](#footnote-ref-14)
15. Please note that it is not unusual to operate with a trading address that is different to the registered office address. [↑](#footnote-ref-15)
16. The registered office address will be at Aylesbury House, Aylesbury Street, London EC1R 0DB. [↑](#footnote-ref-16)
17. The registered office must be in England and Wales [↑](#footnote-ref-17)
18. Optional. The first board minutes will be dated the date of incorporation and with the registered office as venue. All members are present and a designated member will chair the meeting. Should you have alternative requirements, please let us know. [↑](#footnote-ref-18)
19. The LLP’s accounting period will default to the last day of the month in which the anniversary of the LLP’s date of incorporation falls. If you require an alternative, please enter it here and we will minute the change and supply the relevant form for filing at Companies House. The LLP’s accounting period cannot be extended to cover a period of more than 18 months or shortened so that it is less than 6 months. [↑](#footnote-ref-19)
20. Please enter the venue at which the first members’ meeting will be held, if different from registered office. [↑](#footnote-ref-20)
21. The meeting date will default to the date of incorporation. If you require an alternative, please enter it here. [↑](#footnote-ref-21)
22. This document forms the basis for the running of the LLP and is similar to a partnership agreement. It is a private document which is not filed at Companies House. We provide a basic Members Agreement which for an additional fee can be tailored to the members’ individual requirements. In the absence of a Members Agreement, the LLP will be regulated by the Companies Act 2006. [↑](#footnote-ref-22)
23. NB! Any order is subject to our standard terms and conditions for Corporate Services. [↑](#footnote-ref-23)