

LLP ESTABLISHMENT FORM

The following information is required to incorporate a UK Limited Liability Partnership (LLP).

PROPOSED NAME

- The partnership name must end in the words "Limited Liability Partnership" or "LLP".
- Please list at least three (3) alternatives, in order of preference.

1. _____

2. _____

3. _____

NATURE OF BUSINESS

Please explain the activities of the proposed LLP. The terms "trading" and "investment activities" are not sufficient.

SOURCE OF FUNDS

Please provide full details of the source of the funds being used to capitalise the proposed LLP.

REGISTERED OFFICE

- All UK LLPs must have a registered office located within England and Wales or Scotland.
- Unless otherwise instructed, Trident Company Services (UK) Limited will arrange for this service to be provided.

ACCOUNTING SERVICES FOR UK LIMITED LIABILITY PARTNERSHIPS

Trident Company Services (UK) Limited can assist with accounting services. Please advise if you require the following:

Preparation of Annual Financial Statements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preparation of Partnerships Tax Return	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preparation of VAT returns (where applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

LLP ESTABLISHMENT FORM
MEMBERS

- A LLP must have a minimum of two members. Members may be individual or corporate. At least two members must be appointed Designated Members.
- A Designated Member is responsible for preparing and submitting statutory information to the UK Inland Revenue and the Registrar of Companies. They must put their name to and file a range of statutory documents, such as annual accounts, annual return and details of changes in membership.
- The name and residential address of the members will be held on public record unless a service address is provided.

INDIVIDUAL MEMBERS

Please provide the following information for the members:

- Certified copy of passport (see Guidance Notes)
- Original utility bill confirming the residential address (see Guidance Notes)
- References from two professionals (see Guidance Notes)
- A copy of any written legal advice provided to the proposed members regarding the establishment of the partnership

Note: All member information must be received and approved before the incorporation documents will be dispatched.

Individual Member 1 – Designated Member Yes No

Forenames _____

Surnames _____

Previous Forenames _____

Previous Surnames _____

Residential Address _____

Phone _____

Email _____

Date of Birth _____

Nationality _____

Mother's Maiden Name* _____

Father's First Name* _____

Town of Birth* _____

Individual Member Service Address

Same as residential address

Same as registered office address (charged at GB£250 per year)

Other address _____

Member's Consent to Act

Provided

** Information required for electronic filing of the company (see Guidance Notes).*

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Individual Member 2 – Designated Member Yes No

Forenames _____

Surnames _____

Previous Forenames _____

Previous Surnames _____

Residential Address _____

Phone _____

Email _____

Date of Birth _____

Nationality _____

Mother's Maiden Name* _____

Father's First Name* _____

Town of Birth* _____

Individual Member Service Address

 Same as residential address

 Same as registered office address (charged at GB£250 per year)

 Other address _____

Member's Consent to Act

 Provided

Please use a separate page for the details of any additional members.
CORPORATE MEMBERS

Please provide the following information for the members:

- Registered Office and principal place of business office address
- Certified copy of the Certificate of Incorporation
- Certified copy of the Memorandum and Articles of Association
- Register of Directors and Members

Note: All member information must be received and approved before the incorporation documents will be dispatched.
Corporate Member 1 – Designated Member Yes No

Name of Corporate Body _____

Registered or Principal Office Address _____

Country of Incorporation _____

Incorporation Number _____

Legal Form of the Corporate Body _____

Governing Law _____

Name of an Authorised Signatory _____

Mother's Maiden Name* _____

Father's First Name* _____

Town of Birth* _____

Member's Consent to Act

 Provided

** Information required for electronic filing of the company (see Guidance Notes).*

LLP ESTABLISHMENT FORM

Corporate Member 2 – Designated Member Yes No

Name of Corporate Body _____

Registered or Principal Office Address _____

Country of Incorporation _____ Incorporation Number _____

Legal Form of the Corporate Body _____

Governing Law _____

Name of an Authorised Signatory _____

Mother's Maiden Name* _____ Father's First Name* _____

Town of Birth* _____

Member's Consent to Act Provided

Please use a separate page for the details of any additional members

PARTNERSHIP AGREEMENT

An agreement is not required by law. However, it is recommended that an agreement be prepared to ensure that there are clear provisions for profit sharing, qualifications of new members, exit provisions, dealing with a member's interest on death and other matters.

- We do not wish to use an agreement.
- Please arrange for drafting of an agreement – minimum fee of GB£250.

(Please complete the requested information below.)

- **Date of Agreement**
The Agreement will be effective on the date of incorporation unless otherwise specified.
Specify date _____
- **Accounting reference date**
This is the financial year end date for preparation of the annual financial statements.
Specify date _____
- **Place of business**
Please provide details of the physical address at which the business of the LLP will actually be carried out.

- **Capital and voting rights**
The capital of the LLP shall be GB£_____ and shall be contributed by the members and confers voting rights in the following proportions. If assets other than cash are being contributed, please provide full details on a separate sheet indicating which members are contributing particular assets.

Name of Member	Contribution (GB£/US\$)	Voting rights (%)
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Information required for electronic filing of the company (see Guidance Notes).

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- Profits and losses
The net profits, capital gains and losses shall be divided between the members in the following proportions. If the proportions for capital or income profits differ, please specify on a separate sheet.

Name of Member	Percentage
_____	_____
_____	_____
_____	_____

- Contribution on winding up
Please specify whether members will have a liability to contribute further assets on a winding up of the LLP and, if so, how much and in what proportions.

Name of Member	Contribution	Percentage
_____	_____	_____
_____	_____	_____
_____	_____	_____

LLP SECRETARIAL COMPLIANCE SERVICES

- The designated members are responsible for all secretarial matters.
- Trident Company Services (UK) Limited can provide assistance by preparing all standard secretarial documents for signature by the members.

Please select one of the following options:

- Secretarial compliance will be the responsibility of the designated members.
- We would like Trident Company Services (UK) Limited to provide this compliance service at a cost of GB£250 per annum.

PROFESSIONAL INTERMEDIARY CONTACT INFORMATION

Please provide the contact details of the person that has provided you legal/tax advice regarding the proposed LLP.

Name	Position
_____	_____
Organisation	Email
_____	_____
Address	

Phone	Fax
_____	_____

LLP ESTABLISHMENT FORM
PEOPLE WITH SIGNIFICANT CONTROL

- Partnerships are required to identify the individuals who are their ultimate beneficial owners and controllers by maintaining a register of people with significant control (“PSC Register”) under the Limited Liability Partnerships (Register of People with Significant Control) Regulations 2016, which apply Part 21A of the Companies Act 2006 (the “Companies Act”) to LLPs.
- An individual with significant control will meet at least one of the following five conditions:
 - directly or indirectly holds rights over more than 25% of the surplus assets on a winding up; or
 - directly or indirectly holds more than 25% of the voting rights; or
 - directly or indirectly holds the right to appoint or remove the majority of those involved in management; or
 - otherwise having the right to exercise, or actually exercising, significant influence or control; or
 - holding the right to exercise, or actually exercising, significant influence or control over the activities of a trust or firm which is not a legal entity, but would itself satisfy any of the first four conditions if it were an individual.
- The PSC Register will be held on public record.

PSC Registrable Person #1

Title _____

Forenames _____

Surnames _____

Usual Residential Address _____

Date of Birth _____ Nationality _____

Service Address

- Same as residential address
 Same as registered office address (charged at GB£250 per year)
 Other address

Date on Becoming a Registrable Person _____

Conditions for being a PSC

1. Directly or indirectly holding rights over more than 25% of the surplus assets on a winding up
 Over 25% up to 50%
 More than 50% and less than 75%
 75% or more
2. Directly or indirectly holding more than 25% of the voting rights
 Over 25% up to 50%
 More than 50% and less than 75%
 75% or more
3. Directly or indirectly holding the right to appoint or remove the majority of those members who are entitled to take part in the management of the LLP
4. Otherwise having the right to exercise, or actually exercising, significant influence or control over the LLP
5. Holding the right to exercise, or actually exercising, significant influence or control over the activities of a trust or firm which is not a legal entity, but would itself satisfy any of the first four conditions if it were an individual

LLP ESTABLISHMENT FORM

PSC Registrable Person #2

Title _____

Forenames _____

Surnames _____

Usual Residential Address _____

Date of Birth _____ Nationality _____

Service Address

- Same as residential address Same as registered office address (charged at GB£250 per year)
 Other address _____

Date on Becoming a Registrable Person _____

Conditions for being a PSC

1. Directly or indirectly holding rights over more than 25% of the surplus assets on a winding up
 Over 25% up to 50% More than 50% and less than 75% 75% or more
2. Directly or indirectly holding more than 25% of the voting rights
 Over 25% up to 50% More than 50% and less than 75% 75% or more
3. Directly or indirectly holding the right to appoint or remove the majority of those members who are entitled to take part in the management of the LLP
4. Otherwise having the right to exercise, or actually exercising, significant influence or control over the LLP
5. Holding the right to exercise, or actually exercising, significant influence or control over the activities of a trust or firm which is not a legal entity, but would itself satisfy any of the first four conditions if it were an individual

Please use a separate page for the details of any additional persons with significant control.

LLP ESTABLISHMENT FORM
Completed by

Name	Position
Organisation	Email
Address	
Phone	Fax
Signature	Date

GUIDANCE NOTES
Certified Copy Passport

Certified copy of passports are required (photo and pages which confirm signature, date and place of birth). Certification must be by a suitable person such as a lawyer or accountant, a director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary, a senior civil servant or a serving police officer.

The certifier should legibly sign the copy document and clearly indicate his capacity or position on it and, in the case of a passport, must state that the photograph bears a true likeness of the individual. Please note that all copy documents provided to us should be clearly legible, particularly those documents containing photographs and signatures.

Proof of Address

This requirement may be fulfilled by providing one of the following:

- a recent utility bill
- a current year local tax authority bill
- a current photocard driving licence (provided it contains the individual's address)
- a bank, building society or credit union statement or passbook containing current address
- most recent original mortgage statement from a recognised lender

The document provided must reflect the current address of the individual. The document must be no more than three months old. Any copy document must be certified as for a passport.

Reference

- Two references from professionals who know the members of the LLP in a professional capacity are required (e.g., lawyers, accountants, or directors or managers of regulated financial or credit institutions).
- The references should state the name of the referee and the referred's residential address, date of birth and the length of time (not less than one year) that the referee has known the referred.
- References provided should be current, i.e., not older than three months.
- The references should be addressed to Trident Company Services (UK) Limited. References addressed "To Whom it May Concern" are not acceptable.

Please contact any Trident Trust office worldwide for further information. Office contact details are included on the following page.

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 London W1B 1DY, United Kingdom
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