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2006, and the Limited Liability
control) Regulations 2016¹ (the
information and give notice to you
a registrable person in respect of

legislation and registrable interests
 better understand the context of this

by email to the address shown
t by << insert date>>, being one
ving information concerning your

- the meaning of the Legislation;
Annex 1 to this Notice setting out
complete; and
d complete information.

whether you know the identity of
whether registrable or otherwise,
Act 2006, or anyone likely to have
of their particulars that are within
ars are being supplied with the
ed.

tion required by this notice, or to
graph 13 of Schedule 1B to the
years imprisonment, or a fine (or
r control rights until such time as

006 (as inserted by the Small Business Enterprise
ons 2016, to LLPs with modifications.

you have complied with this notice to do so.

Full details of your obligations can

son sufficient to justify your failure

www.gov.uk website.

We look forward to hearing from you

Yours faithfully,

.....
<<Insert Name of Designated Member

For and on behalf of:

<<Insert Name of Limited Liability

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Annex 1 – Service

Required Particulars for the Service Address > in relation to the LLP

Name	insert relevant details>>
Service Address (if applicable)	insert relevant details>>
Country/State/Part of UK where	insert relevant details>>
Nationality	insert relevant details>>
Date of Birth	insert relevant details>>
Usual residential address	insert relevant details>>
Date first became registrable in the LLP²	insert relevant details>>
Nature of control over the LLP³	insert relevant details>>
Restrictions in force⁴	insert relevant details>>

² For existing LLPs completing a PSC register for the first time, this must be by 6th April 2016.

³ There are 5 conditions set out in the legislation for which the PSC register must identify which of the conditions are relevant and include all of these. For more information, please see our PSC Guidance Note. The official wording must be used.

⁴ If the individual has applied to the registrar of companies for a restriction on the disclosure of these particulars to be restricted, this must be stated.

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- exercising, significant influence or

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- holding the right to exercise significant influence or control over the activities of a trust or legal entity, but would itself satisfy any of the first four tests if it were an individual.

The Government has provided some guidance on the meaning of significant control which can be accessed at www.gov.uk/guidance/significant-control

The provisions also recognise that legal entities (as opposed to individuals) may satisfy one or more of the conditions listed above in relation to the LLP if it were an individual. A legal entity is subject to its own disclosure requirements, it must be included in the register.

The details of what needs to be registered and the register are set out in Annex 1.

Why are we sending you this notice?

A LLP must take reasonable steps to identify all registrable PSCs, including by giving notice to any registrable PSCs that it has reasonable cause to believe to be registrable. This can also include providing information to anyone who the LLP knows or has reasonable cause to believe knows the identity of a PSC or knows someone likely to have that knowledge.

PSCs are also under an obligation to provide the LLP of their status and keep the LLP up to date.

Failure to comply with such duties