

## SCHEDULE 1

Regulations 2 and 3

## PART I

## PRESCRIBED FORMS

<i>Form</i>	<i>Article</i>	<i>Description of Nature of the Form</i>
LLP199	199	Location of register of debenture holders of a Limited Liability Partnership
LLP233	233	Change of accounting reference date of a Limited Liability Partnership
LLP252	252	Notice of extension of accounts delivery period of a Limited Liability Partnership
LLP371	371	Annual return of a Limited Liability Partnership
LLP399	399	Notice of removal of auditor from a Limited Liability Partnership
LLP404	404	Particulars for the registration of a charge to secure a series of debentures in respect of a Limited Liability Partnership
LLP404a	404	Particulars of an issue of secured debentures in a series in respect of a Limited Liability Partnership
LLP405	405	Limited Liability Partnership: Certificate of registration in Great Britain of a charge comprising property situated there
LLP409	409	Register of charges, memoranda of satisfaction and appointments and cessations of receivers
LLP411a	411	Limited Liability Partnership: Declaration of satisfaction in full or part of mortgage or charge
LLP411b	411	Declaration that part of the property or undertaking charged (a) has been released

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<i>Form</i>	<i>Article</i>	<i>Description of Nature of the Form</i>
LLP413(1)	413	from the charge; (b) no longer forms part of the Limited Liability Partnership's property or undertaking Notice of appointment of receiver or manager in respect of a Limited Liability Partnership
LLP413(2)	413	Notice of ceasing to act as receiver or manager in respect of a Limited Liability Partnership
LLP603a	603A	Application for striking off a Limited Liability Partnership
LLP603c	603D	Withdrawal of application for striking off a Limited Liability Partnership

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PART II

Companies Registry receipt  
date barcode

Please complete in typescript,  
or in bold black capitals

**LLP 199**

**LOCATION OF REGISTER OF DEBENTURE HOLDERS OF A  
LIMITED LIABILITY PARTNERSHIP**

LLP Number

Full Name of Limited  
Liability Partnership

  

†Please delete as  
appropriate

gives notice that [a register] [registers] [in duplicate form]† of  
holders of debentures of the Limited Liability Partnership of  
the classes mentioned below† [is] [are] kept at:

Address

  
  

Postcode

Please tick box if register of debenture holders is kept in non-  
legible (computer) form

Brief description of class of debentures

  
  

Signed

Date

† a designated member/member

Please give the name, address,  
telephone number and e-mail (if  
available) of the person  
Companies Registry should  
contact if there is any query. (DX  
addresses are acceptable for this  
purpose if you have one).

  
  
  
  
 Tel  
 E-mail

When you have completed and signed the form please send  
it to the Registrar of Companies at:

Companies Registry, 1st Floor, Waterfront Plaza,  
8 Laganbank Road, Belfast BT1 3BS



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**LLP 252**  
**NOTICE OF CLAIM TO EXTENSION OF PERIOD ALLOWED FOR**  
**LAYING AND DELIVERING ACCOUNTS – BUSINESS INTERESTS**  
**OF A LIMITED LIABILITY PARTNERSHIP OUTSIDE THE**  
**UNITED KINGDOM, ETC**

(See notes overleaf)

LLP Number

Full Name of Limited  
Liability Partnership

The members of this LLP give notice that the LLP is carrying on business, or has interests, outside the United Kingdom, the Channel Islands and the Isle of Man and claim an extension of three months to the period allowed under this Article for laying and delivering accounts in relation to the financial year of the partnership [ending] [which ended on]†

†Please delete as appropriate

Day Month Year

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Signed

Date

† a designated member/member/administrator/  
administrative receiver

Please give the name, address,  
telephone number and e-mail (if  
available) of the person  
Companies Registry should  
contact if there is any query. (DX  
addresses are acceptable for this  
purpose if you have one).

Tel	
E-mail	

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies Registry, 1st Floor, Waterfront Plaza,  
8 Laganbank Road, Belfast BT1 3BS

**Notes**

1. An LLP which carries on business or has interests outside the United Kingdom, the Channel Islands and the Isle of Man may, by using this form and delivering it to the Registrar of Companies under Article 252(3)\* of the Companies (Northern Ireland) Order 1986, claim an extension of three months to the period which otherwise would be allowed for the laying and delivery of accounts under Article 252(1)\*.
  2. Notice must be given before the expiry of the period which would otherwise be allowed under Article 252(1)\* of the Order.
  3. A separate notice will be required for each period for which the claim is made.
- \* As applied to LLPs by Schedule 1 to the Limited Liability Partnerships Regulations (Northern Ireland) 2004.



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Please complete in typescript,  
or in bold black capitals

### LLP 371 (cont)

#### ANNUAL RETURN (continuation sheet)

#### Members

Please list members in alphabetical order

In the case of a member that is a corporation or a Scottish firm, the name is the corporate or firm name.

Usual residential address must be given. In the case of a corporate or a Scottish firm, give the registered or principal office address.

Surname or Corporate Name  
Forename(s)  
Address

#### Details of new members must be notified on Form LLP 296

	Postcode

Tick box if designated member

Day Month Year

Date of Birth 

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	Postcode

Tick box if designated member

Day Month Year

Date of Birth 

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#### ANNUAL RETURN (continuation sheet)

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#### ANNUAL RETURN (continuation sheet)

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### LLP 371 (cont)

#### ANNUAL RETURN (continuation sheet)

##### Members

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Tick box if designated member

Day Month Year

Date of Birth 

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Address

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	Postcode

Tick box if designated member

Day Month Year

Date of Birth 

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**Status:** *This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Notes**

- 1 This form is for use when an issue is made of debentures in a series; for registration of particulars of the entire series, Form No. LLP 404 should be used.
- 2 In this space there should be inserted the amount or rate percent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the LLP to any person in consideration of his –
  - (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or
  - (b) procuring or agreeing to procure subscriptions, whether absolute or conditional for any of the debentures included in this form. The rate of interest payable under the terms of the debenture should not be entered.





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No. of Limited Liability Partnership

**LLP 409**

N.B. Searchers may find it helpful to refer to the mortgage documents for more detailed particulars

REGISTER  
OF  
Charges  
Memoranda of Satisfaction  
AND  
Appointments and Cessations  
of Receivers  
OF

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

REGISTER of Charges,  
**Memoranda of Satisfaction and Receivers Details**

N.B. Searchers should refer to the mortgage documents for more detailed particulars

(1) Date of Registration	Serial No of Document on File		
(2) Charge Number			
(3) Date of Creation of the Charge and Description			
(4) Date of the Acquisition of the Property			
(5) Amount secured by the Charge			
(6) Short Particulars of the Property Charged			
(7) Names of the Persons Entitled to the Charge			
<b>Particulars Relating to the issues of Debentures of a Series</b>			
(8) Total Amount Secured by a Series of Debentures	(9) Dates and Amounts of Each Issue of the Series	(10) Dates of the Resolutions Authorising the Issue of the Series	(11) Date of the Covering Deed
	Date      Amount		
(12) General Description of the Property Charged			
(13) Names of the Trustees for the Debenture Holders			
(14) Amount or Rate per cent of the Commission Allowance or Discount			
(15) Memoranda of Satisfaction	Full/Partial	Date	
(16) Receiver(s) or Manager(s)	Name	Date of Appointment	Date of Ceasing to Act

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Companies Registry receipt  
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**M**

**LLP 411a**

Please complete in typescript,  
or in bold black capitals

**LIMITED LIABILITY PARTNERSHIP: DECLARATION OF  
SATISFACTION IN FULL OR IN PART OF MORTGAGE OR CHARGE**

LLP Number

For official use

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Full Name of Limited  
Liability Partnership


I, \_\_\_\_\_  
of \_\_\_\_\_

[a designated member] [a member] [the administrator] [the  
administrative receiver]† of the above LLP, do solemnly  
and sincerely declare that the debt for which the charge  
described below was given has been paid or satisfied in  
[full] [part]†

Date and description of charge #

Date of registration ø

Name and address of [chargee] [trustee for the debenture  
holder]†

\_\_\_\_\_

\_\_\_\_\_

Short particulars of property charged § \_\_\_\_\_

\_\_\_\_\_

And I make this solemn declaration conscientiously  
believing the same to be true and by virtue of the  
provisions of the Statutory Declarations Act 1835.

Declarant's signature

Declared at

Day Month Year

on

--	--	--	--	--

before me

Signed

Date

† A Commissioner for Oaths or Notary Public or Justice of  
the Peace or Solicitor having the powers conferred on a  
Commissioner for Oaths

† delete as appropriate  
# insert a description of the  
instrument(s) creating or  
evidencing the charge, eg.  
"Mortgage", "Charge",  
"Debenture" etc  
ø the date of the registration may  
be confirmed from the certificate  
§ insert brief details of property







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**M**

**LLP 413(1)**

Please complete in typescript,  
or in bold black capitals

**NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER IN  
RESPECT OF LIMITED LIABILITY PARTNERSHIP**

For official use

LLP Number

Full Name of Limited  
Liability Partnership

† delete as appropriate

I/We † \_\_\_\_\_

of \_\_\_\_\_

given notice that (*insert name and address of  
receiver/manager in this box*)

was appointed as [receiver] [manager] [receiver and  
manager]† of [all] [part of]† the property of the limited  
liability partnership.

§ name of court making order

The appointment was made by [an order of the § \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

made on \_\_\_\_\_ ]

# enter description and date of the  
instrument under which  
appointment is made, and state  
whether it is a debenture secured  
by a floating charge

[me/us]† on \_\_\_\_\_ under the powers  
contained in # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ ]

Signed

Date

Please give the name, address,  
telephone number and e-mail (if  
available) of the person  
Companies Registry should  
contact if there is any query. (DX  
addresses are acceptable for this  
purpose if you have one).

Tel  
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**LLP 603a**

Please complete in typescript,  
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**APPLICATION FOR STRIKING OFF A LIMITED  
LIABILITY PARTNERSHIP**

LLP Number

Full Name of Limited  
Liability Partnership

WARNING: TO ALL APPLICANTS  
IT IS AN OFFENCE KNOWINGLY  
OR RECKLESSLY TO PROVIDE  
FALSE OR MISLEADING  
INFORMATION ON THIS  
APPLICATION. YOU ARE  
ADVISED TO READ THE NOTES  
OVERLEAF AND TO CONSULT  
THE GUIDANCE NOTES  
AVAILABLE FROM COMPANIES  
REGISTRY BEFORE  
COMPLETING THIS FORM. IF IN  
DOUBT, SEEK PROFESSIONAL  
ADVICE.

I/We as designated member(s) apply for this LLP to be struck off the register.

The LLP is not the subject of, nor the proposed subject of, insolvency proceedings or an Article 418 scheme and has not in the past three months:

- traded or otherwise carried on business, or changed its name;
- disposed of for value any property or rights which it would have disposed of for value in the normal course of trading or carrying on business; or
- engaged in any other activity except for the purpose of making this application, settling its affairs or meeting a statutory requirement.

WARNING: TO ALL INTERESTED PARTIES.

THIS IS AN IMPORTANT NOTICE AND SHOULD NOT BE IGNORED. THE LLP NAMED HAS APPLIED TO THE REGISTRAR TO BE STRUCK OFF THE REGISTER AND DISSOLVED. ON DISSOLUTION ANY REMAINING ASSETS WILL PASS TO THE CROWN. THE REGISTRAR WILL STRIKE THE LLP OFF THE REGISTER UNLESS HE HAS REASONABLE CAUSE NOT TO DO SO. GUIDANCE NOTES ARE AVAILABLE ON GROUNDS FOR OBJECTION. IF IN DOUBT, SEEK PROFESSIONAL ADVICE.

I/We enclose the fee of £10 (made payable to DETI No. 1 ACCOUNT).

Designated member signatures (use continuation sheet if necessary).

Name of Designated Member

Signed  Date

Name of Designated Member

Signed  Date

Name of Designated Member

Signed  Date



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or in bold black capitals

**LLP 603a (cont)**

**APPLICATION FOR STRIKING OFF A LIMITED  
LIABILITY PARTNERSHIP (continuation sheet)**

LLP Number

Full Name of Limited  
Liability Partnership

WARNING: TO ALL APPLICANTS  
IT IS AN OFFENCE KNOWINGLY  
OR RECKLESSLY TO PROVIDE  
FALSE OR MISLEADING  
INFORMATION ON THIS  
APPLICATION. YOU ARE  
ADVISED TO READ THE NOTES  
OVERLEAF AND TO CONSULT  
THE GUIDANCE NOTES  
AVAILABLE FROM COMPANIES  
REGISTRY BEFORE  
COMPLETING THIS FORM. IF IN  
DOUBT, SEEK PROFESSIONAL  
ADVICE.

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

Name of  
Designated  
Member

Signed

Date

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THIS IS AN IMPORTANT NOTICE  
AND SHOULD NOT BE  
IGNORED. THE LLP NAMED HAS  
APPLIED TO THE REGISTRAR  
TO BE STRUCK OFF THE  
REGISTER AND DISSOLVED. ON  
DISSOLUTION ANY REMAINING  
ASSETS WILL PASS TO THE  
CROWN. THE REGISTRAR WILL  
STRIKE THE LLP OFF THE  
REGISTER UNLESS HE HAS  
REASONABLE CAUSE NOT TO  
DO SO. GUIDANCE NOTES ARE  
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