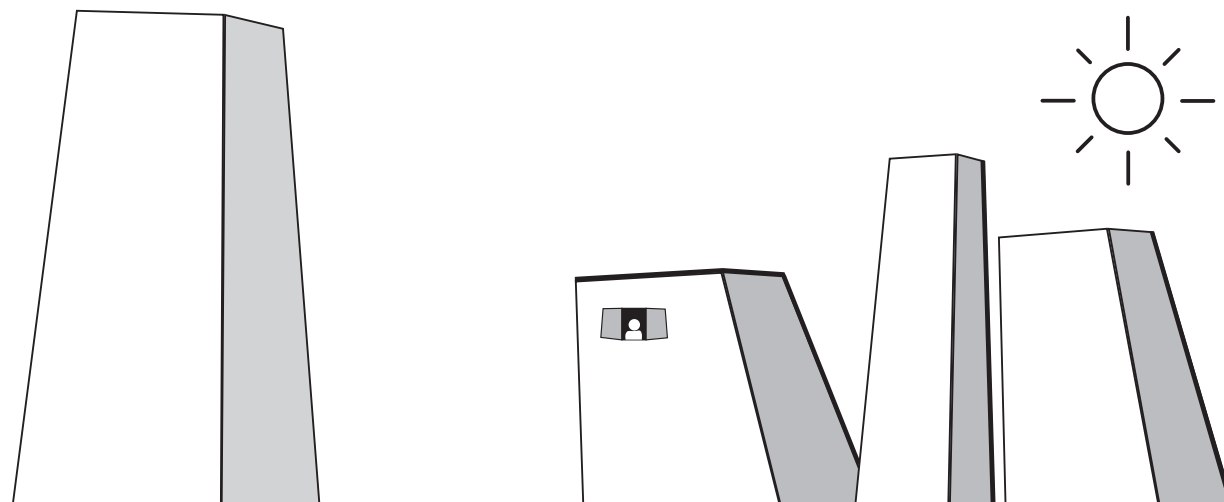




# limited liability partnership incorporation and names

GPLL1 - May 2010



**BIS**

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This guide is available in alternative formats which include Braille, large print and audio tape. For further details please see our website or email our enquiries section or telephone our contact centre on 0303 1234 500

## Is this guide for you?

This guide will be relevant to you if:

- you want to incorporate a limited liability partnership
- you want to check which names are acceptable for a limited liability partnership
- you want to change an existing limited liability partnership's name

## **Overview**

This guide will tell you what you need to do to incorporate a limited liability partnership (LLP) and the controls applied to the use of certain LLP names. It also tells you how you can change your LLP's name after incorporation. This guide applies to all LLPs registered in the United Kingdom (UK) i.e. England, Wales, Scotland and Northern Ireland.

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This guide answers many frequently asked questions and provides information on completing the most commonly used filings relating to this area. The guide is not drafted with unusual or complex transactions in mind. Specialist professional advice may be needed in those circumstances."

## Introduction

This guide will tell you what documents you need to send to Companies House when you want to incorporate an LLP in the UK. It covers the formation documents, member's responsibilities, and the controls applied to the use of certain names. This includes:

- the rules and restrictions on the choice of LLP name both when the LLP is formed and when it changes its name;
- how to change an existing LLP's name;
- when Companies House will not register an LLP name and when the use of sensitive words or expressions will need to be justified or need prior approval from a recognised authority; and
- when you can object to the registration of a particular LLP name, and also what to do if your LLP name has been objected to and you are directed by the Secretary of State to change the name.

All LLPs must disclose certain information to Companies House for the public record and to the people they deal with. For instance the law sets out where you must display the LLP name and what information must appear on its stationery.

This guide is intended as an introduction to the obligations of having an LLP. There are further guides available on 'Life of a Limited Liability Partnership'; 'Limited Liability Partnerships Strike Off', 'Dissolution and Restoration' and 'Limited Liability Partnerships Late Filing Penalties'.

You will find the relevant legislation for LLP incorporation and names in The Limited Liability Partnerships Act 2000, and in The Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009 SI 2009/1804 which apply parts of the Companies Act 2006 and various sets of regulations to LLPs.

Companies House cannot advise you whether an LLP is the best vehicle for your business. Setting up an LLP brings many obligations. It may be worthwhile taking advice from a solicitor or accountant to check whether an LLP is the best way for you to run your business. See also the Business Link website.

## **Chapter 1 Incorporating an LLP**

### **1. What is an LLP?**

An LLP is a form of legal business entity with limited liability for the members.

### **2. What is the difference between an LLP and a limited company?**

The main difference is that an LLP has the organisational flexibility of a partnership and is taxed as a partnership. In other respects it is very similar to a private company.

### **3. Who can incorporate an LLP?**

Two or more persons associated for carrying on a lawful business with a view to profit can incorporate an LLP by subscribing to its incorporation document. In law, 'person' includes individuals and companies or firms. LLPs are not available for all activities such as non-profit making activities.

### **4. How do I incorporate an LLP?**

You can incorporate an LLP yourself or you can use a company formation agent, accountant or solicitor. You need to complete an "Application to register a limited liability partnership" – LL IN01 and send this together with the fee to Companies House. The Form LL IN01 is available on our website or from the sources listed in Chapter 9. Further information on the fee to incorporate an LLP is given in question 10.

You may not be able to have the LLP name that you want if your proposed name is the same as that of another LLP or other body already on the registrar's index of names. There is an exception to this if an existing LLP or company is in the same group as your LLP and consents to the use of your proposed LLP name. We cover the restrictions on names in more detail in Chapter 3.

You can check the registrar's index of names by using the WebCheck service on our website.

Further information about choosing an LLP name is in Chapter 3 and we advise you to read that information before deciding a name for your proposed LLP.

### **5. Can I reserve a name once I have checked that it is available?**

No. You cannot reserve a name. We cannot guarantee to process applications in strict order of the time or date of their receipt. In the unlikely event that we receive more than one application to register the same name, only one will be registered. The second will be refused because the name

would then already be on the names index. There can be no guarantee which application will be processed first. The facility to incorporate electronically is not currently available for LLPs, but we are working towards its being available in the near future.

## **6. What is the “Application to register a limited liability partnership” – LL IN01?**

The form requires you to give the following information:

- the LLP's name;
- where the registered office of the LLP is to be situated (i.e. England and Wales, Wales, Scotland or Northern Ireland);
- the registered office address;
- whether the LLP is to have specified members as designated members or whether all members are to be designated members;
- details of each member, including whether that member is to be a designated member;
- if your LLP name contains a prescribed or sensitive word, you will need to confirm you have requested approval from a government department or other body. A copy of this approval must be included with your application.

The form includes a statement of compliance that must be signed by a solicitor or a proposed member.

## **7. What is a registered office?**

The registered office must be a physical location where notices, letters and reminders can be delivered to the LLP, by hand or post, it need not be the place of business. It is important that all correspondence sent to this address is dealt with promptly. If the address is not effective for delivering documents, the LLP could risk being struck off the register or wound up by a creditor.

If your LLP is registered with the registrar for England and Wales its registered office must be situated in England or Wales. (If the LLP has been registered as only being situated in Wales then it cannot be situated outside of Wales).

If your LLP is registered with the registrar for Scotland its registered office must be situated in Scotland.

If your LLP is registered with the registrar for Northern Ireland its registered office must be situated in Northern Ireland.

Once your LLP is incorporated it is important that you notify Companies House whenever this address changes, as the change of address is not effective until we register the notice. For more information on changing your registered office please visit our guide on 'Life of a Limited Liability Partnership'.

## **8. What happens when you receive my application?**

If the application is correctly completed, the proposed name is acceptable and the fee has been paid, we will register the LLP and issue a certificate of incorporation.

**Please note:** the incorporation does not take effect until Companies House has issued the certificate of incorporation.

## **9. What is the certificate of incorporation?**

The certificate is conclusive evidence that the requirements of the LLP Act 2000 have been complied with and the LLP is duly registered under the Act.

The certificate will state:

- the name and registered number of the LLP;
- the date of its incorporation; and
- whether the LLP's registered office is situated in England and Wales (or in Wales), Scotland or Northern Ireland.

The certificate must be signed by the registrar or authenticated by the registrar's official seal.

## **10. How much does Companies House charge to incorporate an LLP?**

Our standard registration fee is £20 and the fee for the 'Same-Day' service is £50 (this is for applications received by 3pm Monday to Friday). We aim to process standard documents within 5 days of receipt. Cheques should be made payable to Companies House.

If you post your same-day application we will make every effort to register the incorporation on the same day as we receive it. If the application is urgent you may wish to consider whether to use the Royal Mail's special delivery service.

**When filing 'Same-Day' applications by post, courier or by hand please ensure you mark the envelope 'Same-Day Incorporation'.**

## **11. Can Companies House help me incorporate my LLP?**

Companies House can provide you with guidance on the forms required to incorporate an LLP, on your choice of LLP name and also provide general

advice on matters such as filing requirements. However, we cannot advise you about whether an LLP is the best vehicle for your business. If you are unsure about any aspect of incorporating an LLP, you should consider seeking professional advice from a solicitor, accountant or company formation agent.

## **Chapter 2**

### **Members and designated members**

#### **1. What is the minimum number of designated members a LLP requires?**

Every LLP must have at least two, formally appointed, designated members at all times. If there are fewer than two designated members then every member is deemed to be a designated member.

Once your LLP is incorporated it is important that you notify Companies House whenever any of the members' details change. More information on what you need to file is covered in the Life of a Limited Liability Partnership guide.

#### **2. What is the difference between a member and a designated member?**

With the agreement of the other members, a member may become a designated member at any time. Designated members have the same rights and duties towards the LLP as any other member. The LLP agreement and the general law govern these mutual rights and duties.

However, the law also places extra responsibilities on designated members. In particular, designated members are responsible for:

- appointing an auditor (if one is needed);
- signing the accounts on behalf of the members;
- delivering the accounts to Companies House;
- notifying Companies House of any membership changes or change to the registered office address or name of the LLP;
- preparing, signing and delivering the annual return to Companies House; and
- acting on behalf of the LLP if it is wound up and dissolved.

They are also accountable in law for failing to carry out these legal responsibilities.

### **3. Can anyone be a member of an LLP?**

It is up to the members to decide who should be appointed to the LLP. The only restrictions are they must not:

- have been disqualified from acting as a company director or member of an LLP (unless the court has given them permission to act for a particular LLP); or
- be an undischarged bankrupt (unless the court has given them permission to act for a particular LLP).

## **Chapter 3 Choosing an LLP name**

Before choosing a name you should check the Trade Marks Register of the UK Intellectual Property Office to ensure that the proposed name is not identical or similar to an existing trade mark. The address and contact information can be found on this website. You can also contact the Institute of Trade Mark Attorneys via their website. The registration of an LLP or company name does not mean the name or part of a name might not infringe other laws such as trade mark law.

### **1. Can I choose any name I want for my LLP?**

No. There are a number of controls and restrictions that apply to your LLP name. These are set out in Part 3 of the Limited Liability Partnerships (Application of Companies Act) Regulations 2009 which applies relevant sections of the Companies Act 2006 and the Company and Business Names (Miscellaneous Provisions) Regulations 2009 SI 2009/1085 to LLPs, with appropriate modifications. Information on sensitive words and expressions is in Chapter 4.

We will not register an LLP with a name if:

- its use would constitute a criminal offence (see, for example, Annex C to this guide) or it is offensive;
- the name suggests a connection with Her Majesty's Government or a devolved administration or certain public authorities, unless approved by the Secretary of State;
- it includes a sensitive word or expression, unless certain tests are satisfied and you provide a statement of support by the appropriate government department or other official body;
- it includes characters, punctuation, signs or symbols which are not permitted. A list of permitted characters, signs, symbols and punctuation can be found in regulation 2 and Schedule 1 of the

Company and Business Names (Miscellaneous Provisions)  
Regulations 2009 as applied to LLPs;

- it is the “same as” another name appearing on the registrar’s index of names, unless the proposed LLP will form part of the same group as the LLP or other body that already “owns” that name and that body has agreed to the proposed name;
  - it does not end with “limited liability partnership”, “llp”, “LLP” or (where the registered office is to be situated in Wales) the Welsh equivalents 'partneriaeth atebolrwydd cyfyngedig', “pac”, or “PAC”;
  - it contains “limited liability partnership”, “llp”, “LLP” or the Welsh equivalents 'partneriaeth atebolrwydd cyfyngedig' , “pac”, or “PAC” anywhere except at the end of the name; or
  - it includes in any part of the name an expression or abbreviation set out in paragraphs (a) to (o) or (r) to (u) below (for further details see paragraph 3 of Schedule 2 of the Company and Business Names (Miscellaneous Provisions) Regulations 2009 as applied to LLPs).
- |  |   |
|--|---|
| <p>(a) public limited company or<br/>(with or without full stops) plc</p> <p>(b) cwmni cyfyngedig cyhoeddus or<br/>(with or without full stops) ccc</p> <p>(c) community interest company or<br/>(with or without full stops) cic</p> <p>(d) cwmni buddiant cymunedol or<br/>(with or without full stops) cbc</p> <p>(e) community interest public limited<br/>company or<br/>(with or without full stops) community<br/>interest plc</p> <p>(f) cwmni buddiant cymunedol cyhoeddus<br/>cyfyngedig or<br/>(with or without full stops) cwmni buddiant<br/>ccc</p> <p>(g) right to enfranchisement or<br/>(with or without full stops) rte</p> <p>(h) hawl i ryddfreniad</p> <p>(i) right to manage or<br/>(with or without full stops) rtm</p> <p>(j) cwmni rtm cyfyngedig</p> | <p>(k) european economic interest<br/>grouping or(with or without full<br/>stops) eeig</p> <p>(l) investment company with variable<br/>capital</p> <p>(m) cwmni buddsoddi a chyfalaf<br/>newidiol</p> <p>(n) limited partnership or ( with or<br/>without full stops) lp</p> <p>(o) partneriaeth cyfyngedig or (with or<br/>with full stops) pc</p> <p>(r) open-ended investment company</p> <p>(s) cwmni buddsoddiant penagored</p> <p>(t) charitable incorporated<br/>organisation or<br/>(with or without full stops) CIO</p> <p>(u) sefydliad elusennol corfforedig or<br/>(with or without full stops) SEC</p> |
|--|---|

## 2. What does 'the same as' mean?

A name is the 'same as' another name appearing on the registrar's index of names if it is either identical to an existing name or would be deemed to be the same because the name differs only by minor elements which the law requires us to disregard when comparing the two names. For example, we would disregard plurals or certain types of punctuation marks when comparing names.

Examples of what we will disregard or ignore when comparing names are:

- any of the designated name endings (including permitted abbreviations with or without full stops or their Welsh equivalents set out in question 1 for example,) such as "limited liability partnership", "LLP", "limited", or "public limited company";
- words, expressions, such as:
- "biz", "co", "co uk", "co.uk", "com", "company", "UK", "United Kingdom", "Wales", "Cymru", "net", "GB", "Great Britain", "org.uk", "services", "international" (but see question 3 for circumstances when these will not be ignored) ;
- a blank space between or after a word, expression, character, sign or symbol;
- punctuation including a full stop, comma, colon, semi colon, hyphen, apostrophe, bracket, exclamation mark, question mark;
- permitted characters "\*", "=", "#", "%" and "+" if they are used as one of the first three characters in a name.
- "s" at the end of a name;
- "the" and "www" at the beginning of a name; or
- any but the first 60 characters in a name.

In addition, we will treat certain words and expressions as if they were the same, for example "and" and "&", "plus" and "+", "1" and "one", "6" and "six", "€" and "euro", "\$" and "dollar", "%" and "percent", "@" and "at",

Further information can be found in The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 which apply the Company and Business Names (Miscellaneous Provisions) Regulations 2009 to LLPs which we strongly advise you to read before you apply to incorporate your LLP.

Please note, the “same as” rules do not prevent someone else trading under a name that is the same as a company’s registered name in all respects excepting only the designator (e.g. “llp”).

### **3. Are there any exceptions to the ‘same as’ rules?**

Yes. Where an LLP is in the same group as an existing LLP or other body (an existing company), they may have names that differ only by certain specified words and expressions (such as “biz”, “co”, “co uk”, “co.uk”, “com”, “company”, “UK”, “United Kingdom”, “Wales”, “Cymru”, “net”, “GB”, “Great Britain”, “org.uk”, “services”, “international”). This is permitted only if the member of the group whose name is already on the Registrar’s Index of Company Names gives its consent to the other LLP adopting the name that differs from its own in this way. The application for the proposed name must include a copy of a statement in which the existing LLP or other body consents to the other LLP adopting the proposed name and confirms it will be part of the same group.

### **4. Can you give some examples of “same as” names?**

“Hands Limited” is the ‘same as’:

- Hand-S Limited Liability Partnership or LLP;
- H & S International Limited Liability Partnership or LLP;
- @H & S Limited Liability Partnership or LLP;
- Hands: Limited Liability Partnership or LLP; and
- # H & S Limited Liability Partnership or LLP.

”Catering LLP” is the ‘same as’:

- Catering UK Limited Liability Partnership (or LLP);
- Catering.co.uk Limited Liability Partnership (or LLP);
- Catering International Limited Liability Partnership (or LLP);
- Catering Company Services Limited Liability Partnership (or LLP);

### **5. Which names need approval?**

You will need the Secretary of State’s prior approval if your chosen name:

- suggests a connection with Her Majesty’s Government or a devolved administration or a local authority or a specified public authority (see chapter 4 and Appendices A & B);
- a sensitive word or expression (see chapter 4 and Appendices A & B).

In the case of any name that requires approval because of the connection it suggests or if it includes certain sensitive words or expression, you must request the specified Government department or body to indicate whether (and if so why) it has any objection to the proposed name. The application to register an LLP - Form LL IN01 includes a section requiring you to confirm you have sought the comments of the appropriate body. You must also deliver a copy of any response received and in the case of words set out in Appendix B, other supporting information with your application. Companies House will then consider whether to approve the name on behalf of the Secretary of State.

## **Chapter 4**

### **Sensitive words and expressions**

#### **1. What are 'sensitive words and expressions'?**

These are words and expressions that, when included in a LLP name, may imply business pre-eminence, a particular status or a specific function. For this reason, you must seek the approval of the Secretary of State before the proposed LLP can be incorporated (or its name changed). The aim is to ensure that the inclusion of the word is justified so that its use in the name does not mislead the public. Companies House administers the approval process on behalf of the Secretary of State.

#### **2. Is there a list of restricted and sensitive words?**

The words set out in Appendix A are prescribed under the 'Company, Limited Liability Partnerships and Business Names (Sensitive Words and Expressions) Regulations 2009 (SI No 2615)'. If you choose a name, that includes any of the words listed in Appendix A, you will need to provide supporting information with your application to incorporate your LLP - Form LL IN01.

The words set out in Appendix B are also prescribed under the above regulations. If you choose a name that includes any of the words in Appendix B, you will need to write to the 'relevant body' to ask whether they have any objection to the proposed name and deliver a copy of the response with your application.

The words and expressions included in Appendix C are subject to different legislation and inappropriate use of such words in an LLP name could be a criminal offence. If you wish to include one of these words in your LLP name, you should contact the relevant regulatory authority or ask us for advice.

If you are uncertain about the use of a specific word in a name you can contact us on 0303 1234 500.

As an LLP is incorporated with a view to profit there are certain names that we may not allow in an LLP's name e.g. association or trust as these words are used to imply a non-profit status. As an LLP does not file constitutional documents that could correspond with a non-profit making status we feel it is inappropriate for such words to be included in an LLP's name.

## **Chapter 5**

### **Change of LLP name**

#### **1. Can I choose any name when I change the name of my LLP?**

No. The restrictions are identical to the ones applying on incorporation. So, before you decide on a new name for your LLP, please read Chapters 3 and 4. If you choose an unacceptable name, we will not register it.

If a name is registered that is too similar to another already on the registrar's index of names and an objection is made, then the Secretary of State may direct your LLP to change its name. Further information on the Secretary of State's powers to issue a direction is in Chapter 6.

#### **2. How can I change my LLP's name?**

You must complete a notice of change of name – LL NM01. This must then be signed by a designated member and sent to Companies House, with the fee and any additional information to justify the name.

If all is in order, Companies House will then process the form and issue the LLP with a Certificate of Incorporation on Change of Name. The name of the LLP is not changed until the new certificate is issued.

#### **3. How much does Companies House charge to change the name?**

Our standard registration fee is £10 and the fee for the 'Same-Day' service is £50 (for applications received by 3pm Monday to Friday). We aim to process standard documents within 5 days of receipt. Please make the cheque payable to 'Companies House' and write the LLP number on the reverse. If you post your same-day application we will make every effort to register the change of name on the same day as we receive it. If the application is urgent you may wish to consider whether to use the Royal Mail's special delivery service.

**When filing 'Same-Day' applications by post, courier or by hand please ensure you mark the envelope 'Same-Day change of name'.**

## **Chapter 6**

### **Objections to an existing LLP name**

#### **1. Could I have to change my LLP name after incorporation?**

In general, an LLP can keep its registered name for ever. However an LLP can be required to change its name:

- within 12 months of the adoption of the name, if the Secretary of State upholds an objection that a newly-adopted name is “too like” an already existing name or if the name was incorrectly registered because it is the ‘same as’ an existing LLP name. Any objection must be made in writing within 12 months of the LLP’s date of the registration of the name. If such an objection is upheld, then the LLP must change its name as directed and deliver the required documents within 12 weeks of the date of the direction. Further information on ‘too like’ names is provided in question 2.
- within 5 years of the LLP’s adoption of the name, if misleading information has been given for the purposes of registration by a particular name for example for the approval of a sensitive name;
- within 5 years of the LLP’s adoption of the name, if an undertaking or assurance given at the time of registration, for example support for a sensitive name has not been fulfilled;
- at any time, if the Company Names Adjudicators upholds an objection that the name is the same as one in which the objector has goodwill or is so similar to such a name that its use in the UK would be likely to suggest a connection between the LLP and the objector. Such an objection will be upheld if the objector shows that the main purpose in registering the name was to obtain money or other consideration from him or to prevent his registering the name. (It may also be upheld if none of certain other matters have happened or apply).
- at any time, if the name gives so misleading an indication of the nature of its activities that it is likely to cause harm to the public.

#### **2. What does 'too like' mean?**

When considering whether one LLP name is ‘too like’ an existing LLP name, Companies House only considers the visible appearance or sound of the two names. We do not take into account external factors such as geographic location, trading activities, share ownership or whether an LLP is dormant. In addition we take no account of a name or part of a name that is a registered trade mark.

Normally, if the names differ by only a few characters or minor differences they are likely to be ‘too like’, for example, H & S Consultants LLP and H & S

Consulting LLP. Most examples of “too like” names also suggest a certain level of confusion.

If the names differ by one or more words, especially longer descriptive words they are unlikely to be ‘too like’. For example, an existing LLP, H & S Consultants LLP might justifiably complain that the registration of H & S Consultants (Cardiff) LLP is a cause of confusion. This might be the case but the names are not ‘too like’ under the Companies Act and we would be unlikely to issue a direction in these circumstances.

### 3. How do I object to an LLP’s name?

If you wish to object to an LLP’s name, for example because its similarity to your name may lead to confusion, you must do so within 12 months of the LLP being incorporated by writing to:

<b>If the LLP is registered in England and Wales, or Wales</b>	<b>If the LLP is registered in Scotland</b>	<b>If the LLP is registered in Northern Ireland</b>
The Secretary of State Company Registration Services Companies House Crown Way Cardiff CF14 3UZ  DX 33050 Cardiff 1	The Secretary of State New Companies Companies House Fourth Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh EH3 9FF  DX ED235 Edinburgh1 or LP-4 Edinburgh 2	The Registrar of Companies Companies House Second Floor The Linenhall 32-38 Linenhall Street Belfast Northern Ireland BT2 8BG  DX 481 N.R. Belfast 1

You should write to the appropriate registrar depending on where the LLP name you are objecting to was registered.

### 4. How are ‘too like’ objections dealt with?

If, following an objection we intend to direct an LLP to change its name we will write to the LLP to explain the nature of the objection and the limited scope for appeal. We will also inform the complainant of the action taken. If we reject the LLP’s appeal we will issue a direction requiring it to change its name within 12 weeks. If we accept the LLP’s appeal we will confirm this in writing to all parties.

## **5. Can Companies House reject a 'too like' name when an LLP files its application to register the LLP?**

No. You can only make objections on grounds of 'too like' after Companies House has registered the LLP. We can only reject 'same as' names before registration. Not all potentially 'too like' names result in an objection.

To avoid the possibility of a 'too like' objection, we advise applicants to make a search of the Index of Company Names before they apply to form an LLP or change the name of an existing LLP. Having a 'too like' name could also result in:

- confusion with other LLPs or companies, which may have a poor filing or trading record;
- a 'passing off' action under civil law; or
- action for trade mark infringement.

We do not consult the Trade Marks Register when considering an application for an LLP name. Consequently, if there is a trade mark registration which is identical or similar to the LLP name you have chosen and you are in the same type of business you may face legal action for a trade mark infringement. For further advice, including how to search the trade marks register, contact the UK Intellectual Property office.

## **6. Objection on grounds of Opportunistic Registration**

Any individual or LLP can apply to the Company Names Tribunal for an LLP to be directed to change its name if they can show that the name was chosen with the principal intention of seeking money from him or preventing him registering the name where it is one in which he has previously acquired reputation or goodwill.

The Company Names Tribunal (also known as the 'Company Names Adjudicators') is responsible for handling complaints about opportunistic registration. Further information, including application forms and contact information is available on their website.

**Please note**, Companies House cannot deal with any complaints about opportunistic registration.

## **Chapter 7**

### **Disclosure of LLP name and other specified information**

#### **1. What does disclosure mean?**

An LLP is required to display its name at its registered office, other places of business and on all business communications. It must also include its

registration details in its letters (including those sent electronically), order forms and websites. These requirements are contained in The Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 and The Companies (Trading Disclosures) Regulations SI 2008/495, as applied to LLPs and as amended by The Companies (Trading Disclosures) (Amendment) Regulations 2009 S I 2009/218.

## **2. Where must I display my LLP's name?**

Every LLP, unless it has at all times been dormant since incorporation, must display a sign with its registered name at:

- its registered office;
- any inspection place; and
- at any location at which it carries on business (unless it is primarily used for living accommodation) or if the LLP's activities are likely to attract violent objections.

It must also include its registered name in all business communications (hard copy and electronic).

## **3. How must I display the sign with my LLP name?**

You must display a sign with your LLP name:

- in characters that can be read with the naked eye;
- in such a way that visitors to that office, place or location may easily see it at any time; and
- continuously, but if the location is shared by 6 or more LLPs, each such LLP is only required to display its registered name for at least 15 continuous seconds at least once in every 3 minutes.

## **4. How must I display the LLP name in communications?**

You must include your LLP's registered name in all forms of business communications and documents whether in hard copy or electronic including:

- business letters, notices and other official publications;
- business emails;
- bills of exchange, promissory notes, endorsements and order forms;
- cheques purporting to be signed by or on behalf of the LLP;

- orders for money, goods or services purporting to be signed by or on behalf of the LLP;
- bills of parcels, invoices and other demands for payment, receipts and letters of credit; and
- all other forms of business correspondence and documentation.

## **5. Must I display my LLP name on my website?**

Yes. Every LLP must disclose its registered name on its websites and on any part of a website relating to it which it has authorised. You do not need to include the LLP name on every page but it must be displayed so it can be easily read.

## **6. What additional information must I disclose?**

On all your business letters, order forms and websites you must display:

- the part of the UK in which the LLP is registered (i.e. England and Wales, or Wales, or Scotland, or Northern Ireland);
- the LLP's registered number; and
- the address of the LLP's registered office; and
- where the LLP name ends with the abbreviation LLP, llp, or the Welsh equivalent, the fact that it is a limited liability partnership or the Welsh equivalents.

## **7. What information must the LLP provide?**

If anyone with whom the LLP deals in the course of business makes a written request for:

- the address of its registered office;
- the address of any place of inspection; and
- the type of LLP records kept at the registered office or inspection place.

The LLP must provide the information in writing within five working days of the receipt of that request.

## **8. Do I have to display members' names?**

If the LLP includes the name of any member on its business letters, other than in the body of the letter or as a signatory to it, it must include all the members' names. It cannot be selective about which names to include.

However if the LLP has more than 20 members providing it keeps a list of all the members' names at its principal place of business and the document states that the list is available for inspection it need not show the members' names.

### **9. What if the LLP is being wound up?**

If the LLP is being wound up, is in administration, receivership or a moratorium is in force in respect of its debts then every invoice, order for goods, business letter or order form (in hard copy, electronic or any other form) must contain a statement that the LLP is being wound up.

### **10. What disclosures does an Overseas LLP have to make?**

An Overseas LLP must display the LLP's name and the country in which it is incorporated or otherwise established at every location where it carries on business in the United Kingdom.

The Overseas LLP must display its LLP name and country of incorporation:

- in characters that can be read with the naked eye;
- in such a way that visitors to that office, place or location may easily see it;
- so that it can be seen at any time, i.e. not only during business hours; and
- continuously, but if the location is shared by 6 or more LLPs, each such name and country of incorporation are displayed for at least 15 continuous seconds at least once every 3 minutes.

The Overseas LLP must also state the LLP's name and country of incorporation in all forms of business communications and documents whether in hard copy or electronic, including:

- business letters, notices and other official publications;
- business emails;
- bills of exchange of promissory notes, endorsements and order forms;
- cheques purporting to be signed by or on behalf of the Overseas LLP;
- orders for money, goods or services purporting to be signed by or on behalf of the Overseas LLP;

- bills or parcels, invoices and other demands for payment, receipts and letters of credit;
- applications for licenses to carry on trade or activity,
- other forms of business correspondence and documentation; and
- its websites.

## **11. What is meant by an Overseas LLP?**

An Overseas LLP is a body incorporated or otherwise established outside the United Kingdom whose name under its law of incorporation, or establishment, includes (or when translated into English includes) the words “limited liability partnership” or the abbreviation “LLP” or “llp”.

## **Chapter 8 Quality of documents**

### **1. What happens to the documents I send to Companies House?**

We scan the documents and forms you deliver to us to produce an electronic image. We then store the original, paper documents and use the electronic image as the working document.

When a customer searches the public record, they see the electronic image reproduced on-line. So it is important not only that the original is legible, but that it can also produce a clear copy.

When you file a document electronically, we automatically create an electronic image from the data you have provided us with.

This chapter sets out some guidelines to follow when preparing a document for filing at Companies House.

### **2. How should I set out documents?**

#### **Documents filed electronically**

Documents filed electronically must comply with the specifications set out by the registrar in his rules on electronic filing. The formats for software filing are contained in the rules published on the website, and our website contains all the formats you will need to file via that method. This facility is not currently available for LLPs but we are working towards this being available in the near future.

#### **Paper documents**

Generally, every paper document sent to Companies House must state in a

prominent position the registered name and number of the LLP. There are a few exceptions to this rule, which are set out in the published registrar's rules.

Paper documents should be on A4 size, plain white paper with a matt finish. The text should be black, clear, legible, and of uniform density. Letters and numbers must be clear and legible so that we can make an acceptable copy of the document. The following guidelines may help:

**When you fill in a form please:**

- use black ink or black type;
- use bold lettering (some elegant thin typefaces and pens give poor quality copies);
- don't send a carbon copy;
- don't use a dot matrix printer; and
- remember - photocopies can result in a grey shade that will not scan well.

**When you complete other documents, please remember:**

- the points already made relating to completing forms;
- to use A4 size paper with a good margin;
- to supply them in portrait format (that is with the shorter edge across the top); and
- to include the LLP number and name.

**3. Where can I find out more about this?**

For further guidance on print requirements please see our website or telephone 0303 1234 500

**Chapter 9  
Further Information**

**1. How do I deliver information to Companies House?**

For full details of all the ways of delivering documents to Companies House, electronically or on paper, please refer to the registrar's rules which appear on our website. The safest and most secure way to deliver statutory information to Companies House is to use our online filing services. For more information and registration details please visit our website. This facility is not currently available for LLPs but we are working towards this being available in the near

future.

If you are delivering documents by post, courier, Document Exchange Service (DX) or Legal Post (in Scotland) and would like a receipt, Companies House will provide an acknowledgement if you enclose a copy of your covering letter with a pre-paid addressed return envelope. We will barcode your copy letter with the date of receipt and return it to you in the envelope provided.

**Please note:** an acknowledgement of receipt does not mean that a document has been accepted for registration at Companies House.

**Please Note:** Companies House does not accept any statutory documents by fax, PDF or by email.

## 2. Do I have to pay to file documents at Companies House?

You do not have to pay a fee for many of the documents that you have to send to Companies House, **but some do require a fee and we will not accept them for registration without it.** For full details you should refer to our website.

## 3. Can I file documents in other languages?

As a general rule the law requires that you file documents sent to Companies House in English. There are exceptions as detailed below. You can draw up and deliver documents in Welsh if you are an LLP with its registered office situated in Wales.

LLPs can deliver the following documents in other languages if the document is accompanied by a certified translation into English:

- for LLPs included in accounts of larger EEA (European Economic Area) or non-EEA groups, the group accounts and where appropriate the parent undertakings annual report;
- charge instruments (or copy charge instruments); and
- court Orders.

In addition, LLPs may also file voluntary certified translations of any document specified in section 1078 of the Companies Act 2006 as applied to LLPs by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009. These are:

- constitutional documents i.e. the LLP's incorporation document; any notice under section 8(4) of the Limited Liability Partnerships Act 2000 or notice of change of LLP name;
- notifications of change in the membership of the LLP or in particulars of members;

- accounts and annual returns;
- notification of any change in an LLP's registered office;
- winding up documents;

The voluntary translation must relate to a document delivered to Companies House on or after 1 October 2009. Voluntary translations can only be filed in an official language of the European Union and must be accompanied by Form LL VT01 which will link the translation to the original document.

#### **4. Where do I get forms and guides?**

This is one in a series of Companies House publications which provides a simple guide to the Companies Act and related legislation.

All statutory forms and guides are available, free of charge from Companies House. The quickest way to get them is on our website or by telephoning 0303 1234 500.

You can also obtain forms from company law stationers, accountants, solicitors and company formation agents.

**Appendix A - Prescribed words and Public Authorities that require the approval of the Secretary of State**

Abortion	To use this word you must obtain the written support of: Sexual Health Policy Team Department of Health Wellington House 133-155 Waterloo Road London SE1 8UG
Accounts Commission for Scotland  Accounts Commission	To use this expression you must obtain the written support of: The Secretary Accounts Commission for Scotland 110 George Street Edinburgh EH2 4LH
Accredit Accreditation Accredited Accrediting	To use any of these words you must obtain the written support of:  Department for Business Innovation & Skills Accreditation Policy 1 Victoria Street London SW1H 0ET
Adjudicator	This word implies the same or similar status of an official ombudsman and therefore an implied connection with a representative body or government department. To use this word you must obtain the written support of the appropriate representative body or government department.
Alba  Na h-Alba  <i>Registered names only</i>	If you wish to use any of these words at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.  If the words are used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.  If you want to use the words because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.  Unless the word is a surname the LLP's registered office must be in Scotland.
Albannach  <i>Registered names only</i>	If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.  If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.  The LLP's registered office must be in Scotland.
Association	For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed

	their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.
Assurance Assurer	To use any of these words you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
Audit Commission for Local Authorities and the National Health Service in England  Audit Commission	To use this expression you must obtain the written support of:  Chief Executive's Office Audit Commission for Local Authorities and the National Health Service in England 1st Floor, Millbank Tower Millbank London SW1P 4HQ
Audit Scotland  Auditor General for Scotland	To use these expressions you must obtain the written support of:  The Secretary Auditor General for Scotland 110 George Street Edinburgh EH2 4LH

<p>Audit Office</p> <p>Auditor General</p>	<p>To use these expressions you must obtain the written support of:</p> <p><i>England:</i></p> <p>Comptroller &amp; Auditor General  Corporate Secretariat  National Audit Office  157-159 Buckingham Palace Road  London SW1W 9SP</p> <p><i>Wales:</i></p> <p>Wales Audit Office  24 Cathedral Road  Cardiff  CF11 9L</p> <p><i>Scotland:</i></p> <p>Audit Scotland  110 George Street  Edinburgh  EH2 4LH</p> <p><i>Northern Ireland:</i></p> <p>Northern Ireland Audit Office  106 University Street  Belfast  BT7 1EU</p>
<p>Auditor General for Wales</p>	<p>To use this expression you must obtain the written support of:</p> <p>Auditor General for Wales  24 Cathedral Road  Cardiff  CF11 9LJ</p> <p>In Welsh:  Archwilydd Cyffredinol Cymru  24 Heol y Gadeirlan  Caerdydd  CF11 9LJ</p>
<p>Authority</p>	<p>To use this word the LLP must be either:</p> <p>(a) a governing, supervisory or representative body of an activity (for example, sport or religion), trade, business, profession; or</p> <p>(b) a body with recognised expertise.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it has the support of whoever it claims it will govern, supervise, or look to it for expertise. Any applicant should produce evidence of support from a representative body or government department.</p>

Banc Bank Banking	To use any of these words you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
The Governor and Company of the Bank of England	To use this expression you must obtain the written support of:  Bank of England Threadneedle Street London EC2R 8AH
Banknote	To use this word you must obtain the written support of:  The Governor and Company of the Bank of England Threadneedle Street London EC2R 8AH
Benevolent	For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.
Board	To use this word the LLP must be:  (a) a governing, supervisory or representative body of an activity, trade, business, profession; or  (b) an independent advisory body; or  (c) a deliberative assembly  Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body or government department
Breatannach Bhreatanach Bhreatanaich Breatannaich	If you wish to use any of these words at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.  If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.  The LLP's registered office must be in Scotland.
Breatainn Bhreatainn	If you wish to use any of these words at the start of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.

	<p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in Scotland.</p>
<p>Brenin Frenin Brenhines Frenhines</p>	<p>To use any of these words you must obtain the written support of:</p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park CARDIFF CF10 3NQ</p>
<p>Brenhinol Frenhinol Brenhiniaeth Frenhiniaeth</p>	<p>To use any of these words you must obtain the written support of:</p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park CARDIFF CF10 3NQ</p>
<p>Britain</p>	<p>If you wish to use this word at the start of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or government department.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in England and Wales.</p>
<p>British</p>	<p>If you wish to use the word at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or government department.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in England and Wales.</p>
<p>Cenedlaethol Chenedlaethol Genedlaethol Gwladol Wladol</p>	<p>If you wish to use any of these words at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Welsh Assembly Government.</p>

	If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is pre-minent in its own field.
Chamber of	This expression implies representative status such as that associated with a Chamber of Commerce or Trade. To use this expression you would normally need to obtain written support from a Chamber of Commerce or other representative body.
Charitable Charity	For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.
Charter Chartered	Names that include these words will be refused if they unjustifiably give the impression that the LLP has a Royal Charter. If the words are used to qualify a profession, you should obtain the written support of the appropriate governing body.
Child Maintenance  Child Support  Child Maintenance and Enforcement Commission	To use any of these expressions you must obtain the written support of:  Child Maintenance and Enforcement Commission PO Box 239 Holbeck Leeds S11 1EB
Coimisean Choimisean Chomisein Coimisein	These words imply that the LLP has a regulatory role such as a:  (a) a governing, supervisory or representative body of an activity, trade, business, profession; or  (b) an independent advisory body; or  (c) a deliberative assembly  Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body or the Scottish Government
Comhairle Chomhairle Comhairlean Chomhairlean	These words imply that the LLP has a regulatory role such as a:  (a) a governing, supervisory or representative body of an activity, trade, business, profession; or  (b) an independent advisory body; or  (c) a deliberative assembly  Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body or the Scottish Government.
Comisiwn Gomisiwn Chomisiwn	These words imply that the LLP has a regulatory role such as a:  (a) a governing, supervisory or representative body of an activity,

	<p>trade, business, profession; or</p> <p>(b) an independent advisory body; or</p> <p>(c) a deliberative assembly.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body or the Welsh Assembly Government.</p>
Commission	<p>This word implies that the LLP has a regulatory role such as a:</p> <p>(a) a governing, supervisory or representative body of an activity, trade, business, profession; or</p> <p>(b) an independent advisory body; or</p> <p>(c) a deliberative assembly.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body or government department.</p>
Comptroller and Auditor General	<p>To use this expression you must obtain the written support of:</p> <p>Comptroller and Auditor General Corporate Secretariat National Audit Office Elizabeth 2 151 Buckingham Palace Road London SW1W 9SS</p>
Comptroller and Auditor General for Northern Ireland	<p>To use this expression you must obtain the written support of:</p> <p>Comptroller and Auditor General for Northern Ireland Northern Ireland Audit Office 106 University Street Belfast BT7 1EU</p>
Co-operative	<p>For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.</p>

<p>Council</p>	<p>To use this word the LLP must be:</p> <p>(a) a governing, supervisory or representative body of an activity, trade, business, profession; or</p> <p>(b) an independent advisory body; or</p> <p>(c) a deliberative assembly.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body, local authority or government department.</p>
<p>Cymreig Cymraeg Chymraeg Chymreig Gymraeg Gymreig Chymreig</p> <p><i>Registered names only</i></p>	<p>If you wish to use any of these words at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in Wales.</p>
<p>Cymru Gymru Chymru Nghymru</p> <p><i>Registered names only</i></p>	<p>If you wish to use any of these words at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the words because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in Wales.</p>
<p>Cyngor Chyngor Gyngor</p>	<p>To use any of these words the LLP must be:</p> <p>(a) a governing, supervisory or representative body of an activity, trade, business, profession; or</p> <p>(b) an independent advisory body; or</p> <p>(c) a deliberative assembly.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern, supervise, or look to it for expertise. In addition, the applicant should produce independent support from a representative body, local authority or the Welsh Assembly</p>

	Government
Data protection	To use this expression you must obtain the written support of:  Information Commissioner's Office Wycliffe House Water Lane Wilmslow SK9 5AF
Dental Dentistry	To use any of these words you must obtain the written support of:  General Dental Council Registration Development 37 Wimpole Street London W1M 8DQ
Disciplinary Discipline	These words imply that the LLP has a regulatory role such as a governing, supervisory or representative body.  Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern or supervise. In addition, the applicant should produce independent support from a representative body or government department.
Diùc Dhiùc Diùcan Dhiùcan Ban-diùc Bhan-dhiùc Bhan-dhiùcan Ban-diùcan	To use any of these words you must obtain the written support of:  The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ
Dug Ddug Duges Dduges	To use any of these words you must obtain the written support of:  The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ
Duke Duchess	To use any of these words you must obtain the written support of:  <i>England &amp; Northern Ireland:</i>  Ministry of Justice Constitutional Settlement Division Ministry of Justice Postal Point 5.25 102 Petty France London SW1H 9AJ  <i>Wales:</i>  The Welsh Assembly Government

	<p>Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
Ei Fawrhydi Ei Mawrhydi	<p>To use any of these expressions you must obtain the written support of:</p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p>
England	<p>If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or government department.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in England and Wales.</p>
English	<p>If you wish to use the word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or government department.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in England and Wales.</p>
European	<p>Names which include this word will not be approved if they unjustifiably imply a connection with official bodies of the European Union. If there is a genuine connection with an official body, the name may be allowed if the appropriate body supports the application.</p>
Federation	<p>For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.</p>

Financial Reporting Council	To use this expression you must obtain the written support of:  General Counsel & Company Secretary Financial Reporting Council 5th Floor, Aldwych House 71-91 Aldwych London WC2B 4HN
Financial Services Authority	To use this expression you must obtain the written support of:  Financial Services Authority The General Counsel's Division Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
Friendly Society	To use this expression you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
Foundation	For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an LLP cannot be formed as a charitable or 'not for profit' enterprise.
Fund	To use this word you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
Giro	This word implies a connection with an official or private banking organisation or activity. Please provide support from an appropriate body or further information about why you want to use this word.
Government	This word implies a connection with Her Majesty's Government. To use this word you will need the consent of the appropriate government department
Group	The use of this word normally implies more than one LLP under the same corporate ownership. If the LLP cannot satisfy these conditions on registration, it must provide a written undertaking that it will do so within 3 months.

	<p>If the name clearly shows that the LLP is to promote the interests of a group of individuals, then the name will normally be approved.</p>
<p>Gwasanaeth iechyd Wasanaeth iechyd</p>	<p>To use any of these expressions you must obtain the written support of:</p> <p>The Welsh Assembly Government Head of Communications Health &amp; Social Services Directorate General Head of Corporate Management South Wing, 4th Floor Cathays Park Cardiff CF10 3NQ</p>
<p>Gwladol Wladol</p>	<p>If you wish to use any of these words at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from an independent source such as a representative body, trade association or the Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in Wales.</p>
<p>Health and Safety Executive</p>	<p>To use this expression you must obtain the written support of:</p> <p>Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS</p>

<p>Health centre</p> <p>Health service</p>	<p>To use any of these expressions you must obtain the written support of:</p> <p><i>England:</i></p> <p>Department of Health  Head of Brand Management  Skipton House  80 London Road  London  SE1 6LH</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government  Head of Communications  Health &amp; Social Services Directorate General  General Head of Corporate Management  South Wing, 4th Floor  Cathays Park  Cardiff  CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government  Health Directorate  Business Management and Support  Floor 2N.11  St Andrew's House  Regent Road  Edinburgh  EH1 3DG</p> <p><i>Northern Ireland:</i></p> <p>Department of Health, Social Services and Public Safety  Office of the Permanent Secretary  DHSSPS  Room C4.15, Castle Buildings  Stormont Estate  Belfast  BT4 3SQ</p>
<p>Health visitor</p>	<p>To use this expression you must obtain the written support of:</p> <p>Nursing &amp; Midwifery Council  The Registrar and Chief Executive  23 Portland Place  London  W1B 1PZ</p>
<p>His Majesty</p> <p>Her Majesty</p>	<p>To use these expressions you must obtain the written support of:</p> <p><i>England and Northern Ireland:</i></p> <p>Ministry of Justice</p>

	<p>Constitutional Settlement Division  Ministry of Justice  Postal Point 5.25  102 Petty France  London  SW1H 9AJ</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government  Public Administration and Honours Unit  Crown Buildings  Cathays Park  Cardiff  CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government  Protocol Team  Victoria Quay  Edinburgh  EH6 6QQ</p>
Holding	<p>An LLP wishing to use this word must be a holding LLP as defined under section 1159 of the Companies Act 2006. The Companies Act can be viewed on the publications page of our website at <a href="http://www.companieshouse.gov.uk/">www.companieshouse.gov.uk/</a></p> <p>If the LLP cannot satisfy these conditions on registration, when it returns the application, it must confirm that it will do so within 3 months.</p>
House of Commons	<p>To use this expression you must obtain the written support of:</p> <p>Corporate Officer of the House of Commons,  House of Commons Legal Services Office,  London  SW1 0AA</p>
House of Lords	<p>To use this expression you must obtain the written support of:</p> <p>Corporate Officer of the House of Lords  Houses of Parliament  London  SW1A 0AA</p>
HPSS	<p>To use this expression you must obtain the written support of:</p> <p>Office of the Permanent Secretary  Department of Health, Social Services and Public Safety  (DHSSPS)  C.4.15, Castle Buildings  Stormont Estate  Belfast  BT4 3SQ</p>

HSC	<p>To use this expression you must obtain the written support of:</p> <p>Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS.</p>
Human rights	<p>To use this expression the public would expect the body to be:</p> <p>(a) working or campaigning for the better protection or promotion of human rights, at home or abroad; or</p> <p>(b) providing a legal, advice or training service in relation to human rights.</p> <p>Prior approval will be given for a name that includes these words by any charitable or not-for-profit body provided that the full name does not unjustifiably suggest a special status in relation to the Council of Europe, the Human Rights Act, or one of the human rights commissions and therefore are unlikely to be suitable for LLPs</p>
Inspectorate	<p>This word implies the company has a quasi-judicial role similar to decisions made by a court of law, administrative tribunal or government officials.</p> <p>To use this word you will need to provide support from the appropriate representative body or government department.</p>
Institute Institution	<p>Approval for use of these words is normally given only to those organisations which are carrying out research at the highest level or to professional bodies of the highest standing.</p> <p>You will need to explain why there is a need for the proposed institute or institution and that it has appropriate regulations or examination standards. You will need evidence of support from other representative and independent bodies.</p>
Insurance Insurer	<p>To use any of these words you must obtain the written support of:</p> <p>Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS</p> <p>Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a></p>
International	<p>If you wish to use this word at the start of the name you will need to show at the time of registration that the major part of the LLP's activities is in trading overseas.</p> <p>If you wish to use the word at the end of the name, you will need to show that the LLP operates in two or more overseas countries. If the LLP cannot satisfy these conditions on registration, you must confirm that it will do so within 3 months when you return the application.</p>

Judicial appointment	<p>To use this expression you must obtain the written support of:</p> <p>Ministry of Justice  Democracy, Constitution and Law Group  102 Petty France  London  SW1H 9A</p>
King	<p>To use this word you must obtain the written support of:</p> <p><i>England and Northern Ireland:</i></p> <p>Ministry of Justice  Constitutional Settlement Division  Ministry of Justice  Postal Point 5.25  102 Petty France  London  SW1H 9AJ</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government  Public Administration and Honours Unit  Crown Buildings  Cathays Park  Cardiff  CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government  Protocol Team  Victoria Quay  Edinburgh  EH6 6QQ</p>
Law Commission	<p>To use this expression you must obtain the written support of:</p> <p>Ministry of Justice  Democracy, Constitution and Law Group  102 Petty France  London  SW1H 9AJ</p>
Licensing	<p>This word implies that the LLP has a regulatory role such as a governing, supervisory or representative body.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern or supervise. In addition, the applicant should produce independent evidence of support from a representative body or government department.</p>
Llywodraeth Lywodraeth	<p>To use any of these words you must obtain the written support of:</p> <p>Welsh Assembly Government</p>

	<p>Head of Communications Cathays Park Cardiff CF10 3NQ</p>
Medical centre	<p>To use this expression you must obtain the written support of:</p> <p>Office of the Permanent Secretary Department of Health, Social Services and Public Safety (DHSSPS) C.4.15, Castle Buildings Stormont Estate Belfast BT4 3SQ</p>
Midwife Midwifery	<p>To use any of these words you must obtain the written support of:</p> <p>The Registrar and Chief Executive Nursing &amp; Midwifery Council 23 Portland Place London W1B 1PZ</p>
Mòrachd' Mhòrachd'	<p>To use any of these words you must obtain the written support of:</p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
Mutual	<p>To use this word you must obtain the written support of:</p> <p>Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS</p> <p>Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a></p>
National	<p>If you wish to use this word at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or government department.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p>
National Assembly for Wales	<p>To use any of these expressions you must obtain the written support of:</p>
National Assembly for Wales Commission	<p>The National Assembly for Wales Cardiff Bay Cardiff CF99 1NA</p>

NHS	<p>To use this expression you must obtain the written support of:</p> <p>Department of Health  Head of Brand Management  Skipton House  80 London Road  London  SE1 6LH</p>
Northern Ireland Northern Irish	<p>If you wish to use any of these expressions at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Northern Ireland Assembly</p> <p>If the expressions are used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in Northern Ireland.</p>
Northern Ireland Assembly  Northern Ireland Assembly Commission	<p>To use any of these this expressions you must obtain the written support of:</p> <p>Northern Ireland Assembly  Parliament Buildings  Belfast  BT4 3XX</p>
Northern Ireland Audit Office	<p>To use this expression you must obtain the written support of:</p> <p>Northern Ireland Audit Office  106 University Street  Belfast  BT7 1EU</p>
Nurse Nursing	<p>To use any of these words you must obtain the written support of:</p> <p>The Registrar and Chief Executive  Nursing &amp; Midwifery Council  23 Portland Place  London  W1B 1PZ</p>
Oifis sgrùdaidh	<p>To use this expression you must obtain the written support of:</p> <p>The Secretary  Audit Scotland  110 George Street  Edinburgh  EH2 4LH</p>
Oilthigh t-Oilthigh Oilthighean h-Oilthighean	<p>To use any of these words you must obtain the written support of:</p> <p>The Scottish Government  Protocol Team  Victoria Quay  Edinburgh  EH6 6QQ</p>

Ombudsman Ombwdsmon	This word implies an official organisation appointed by government to investigate complaints, generally on behalf of individuals such as consumers or taxpayers, against private or public institutions. These organisations also have access rights to sensitive personal information. To use this word you need to provide support from the appropriate government department.
Oversight	This word implies that the LLP has a regulatory role such as a governing, supervisory or representative body.  Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern or supervise. In addition, the applicant should produce independent support from a representative body or government department.
Parlamaid Pharlamaid Parlamaidean Pharlamaidean	To use any of these words you must obtain the written support of:  The Secretary Scottish Parliamentary Corporate Body The Scottish Parliament Edinburgh EH99 1SP
Parliament Parliamentarian Parliamentary	To use any of these words you must obtain the written support of:  The Corporate Officer of the House of Lords and separately The Corporate Officer of the House of Commons Houses of Parliament London SW1A 0AA
Patent Patentee	To use these words, including Patent Agent(s) or Patent Attorney(s), you must obtain the written support of the Intellectual Property Office (IPO) by emailing ipenforcement@ipo.gov.uk or by writing to the following address;  Legal Framework Team, Copyright and Enforcement Directorate Intellectual Property Office Concept House Cardiff Road Newport NP10 8QQ
The Pensions Advisory Service	To use this expression you must obtain the written support of:  Department for Work and Pensions Protection and Stewardship, 7 floor, Caxton House London SW1H 9NA

Police	<p>To use this word you must obtain the written support of:</p> <p><i>England &amp; Wales:</i></p> <p>Home Office  Policing Strategy Team  Police Reform Unit Crime and Policing Group  6th Floor, Fry Building  2 Marsham Street  London  SW1P 4DF</p> <p><i>Scotland:</i></p> <p>Scottish Government  Police Division  St Andrews House  Regent Road  Edinburgh  EH1 3DG</p> <p><i>Northern Ireland:</i></p> <p>Private Secretary to the Secretary of State  Northern Ireland Office  Stormont House, Stormont Estate  Belfast  BT4 3SH</p>
Polytechnic	<p>To use this word you must obtain the written support of:</p> <p>Department for Business, Innovation &amp; Skills  Higher Education Governance  Level 3, Kingsgate House  66-74 Victoria Street  London  SW1E 6SW</p>
Post Office	<p>This expression will not be allowed in an LLP name without the approval of the Royal Mail Group.</p>
Pregnancy termination	<p>To use this expression you must obtain the written support of:</p> <p>Sexual Health Policy Team  Department of Health  Wellington House  133 -155 Waterloo Road  London  SE1 8UG</p>
Prifysgol Brifysgol Phrifysgol	<p>To use any of these words you must obtain the written support of:</p> <p>The Welsh Assembly Government  Public Administration and Honours Unit  Crown Buildings</p>

	<p>Cathays Park Cardiff CF10 3NQ</p>
<p>Prince Princess</p>	<p>To use any of these words you must obtain the written support of:</p> <p><i>England and Northern Ireland:</i></p> <p>Ministry of Justice Constitutional Settlement Division Ministry of Justice Postal Point 5.25 102 Petty France London SW1H 9AJ</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
<p>Prionnsa Phrionnsa Prionnsaichean Phrionnsaichean Bana-phrionnsa Bhana-Phrionnsa Bana-Prionnsaichean Bhana- Phrionnsaichean</p>	<p>To use any of these words you must obtain the written support of:</p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
<p>Prydain Phrydain Brydain</p>	<p>If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p>

	<p>Unless the word is a surname the LLP's registered office must be in Wales.</p>
<p>Prydeinig Phrydeinig Brydeinig</p>	<p>If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in Wales.</p>
<p>Queen</p>	<p>To use this word you must obtain the written support of:</p> <p><i>England and Northern Ireland</i></p> <p>Ministry of Justice Constitutional Settlement Division Ministry of Justice Postal Point 5.25 102 Petty France London SW1H 9AJ</p> <p>Wales:</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p> <p>Scotland:</p> <p><i>Scotland:</i></p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
<p>Regional Agency for Public Health and Social Well-being</p> <p>Regional Health and Social Care Board</p>	<p>To use any of these expressions you must obtain the written support of:</p> <p>Office of the Permanent Secretary Department of Health, Social Services and Public Safety Room C4.15, Castle Buildings Stormont Estate, Belfast BT4 3SQ</p>

Reassurance Reassurer Reinsurance Reinsurer	To use any of these words you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS
Register Registered Registrar Registration Registry	These words imply a connection with a regulatory body, government department or devolved administration. The proposed name will not be allowed unless the appropriate body supports the application,
Regulator Regulation	These words imply an official organisation appointed by government to regulate public and private organisations or investigate complaints made by consumers or taxpayers, against private or public institutions. To use these words you need to provide support from the appropriate body or government department.
Riaghaltas Riaghaltais Riaghaltasan	To use any of these words you must obtain the written support of:  The Secretary Scottish Parliamentary Corporate Body The Scottish Parliament Edinburgh EH99 1SP
Rìgh Banrìgh Bhanrìgh Bhanrìghrean Banrìghrean	To use any of these words you must obtain the written support of:  The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ
Rìoghachd Aonaichte	If you wish to use this expression at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing evidence of support from a representative body, trade association or Scottish Government.  If the expression is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.  Approval is not required for RA.
Rìoghail Rìoghalachd	To use any of these words you must obtain the written support of:  The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ

<p>Royal Royalty</p>	<p>To use any of these words you must obtain the written support of:</p> <p><i>England &amp; Northern Ireland:</i></p> <p>Ministry of Justice Constitutional Settlement Division Ministry of Justice Postal Point 5.25 102 Petty France London SW1H 9AJ</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>
<p>Rule committee</p>	<p>To use this expression you must obtain the written support of:</p> <p>Ministry of Justice Democracy, Constitution and Law Group 102 Petty France London SW1H 9A</p>
<p>Scotland</p>	<p>If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in Scotland.</p>

Scottish	<p>If you wish to use this word at the beginning of your LLP name, you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Scottish Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>The LLP's registered office must be in Scotland.</p>
Scottish Law Commission	<p>To use this expression you must obtain the written support of:</p> <p>Chief Executive Scottish Law Commission 140 Causewayside Edinburgh EH9 1PR</p>
The Scottish Parliament  The Scottish Parliamentary Corporate Body	<p>To use any of these expressions you must obtain the written support of</p> <p>The Secretary Scottish Parliamentary Corporate Body The Scottish Parliament Edinburgh EH99 1SP</p>
Senedd	<p>To use this word you must obtain the written support of</p> <p>The National Assembly for Wales Cardiff Bay Cardiff CF99 1NA</p>
Sheffield	<p>To use this word you must obtain the written support of:</p> <p>The Company of Cutlers in Hallamshire c/o Hulse &amp; Co. St. James House Vicar Lane Sheffield South Yorkshire S1 2EX.</p>
Siamb	<p>This word implies representative status such as that associated with a Chamber of Commerce or Trade. To use this word you would normally need to obtain written support from a Chamber of Commerce or other representative body.</p>
Social Service	<p>This expression implies a connection with a local authority Social Services department with access rights to sensitive personal information. To use this expression you should obtain support from the appropriate local authority.</p>
Society	<p>For an LLP to be formed 2 or more persons associated for carrying on a lawful business with a view to profit must have subscribed their names to the incorporation document. This means that an</p>

	LLP cannot be formed as a charitable or 'not for profit' enterprise.
Special School	<p>To use this expression you must obtain the written support of <i>England</i>:</p> <p>Department for Children, Schools and Families  SEN and Disability Division  Sanctuary Buildings  20 Great Smith Street  London  SW1P 3BT</p> <p><i>Wales</i>:</p> <p>The Welsh Assembly Government  Cathays Park  Cardiff  CF10 3NQ</p> <p><i>Scotland</i>:</p> <p>The Scottish Government  Edinburgh  EH99 1SP</p> <p><i>Northern Ireland</i>:</p> <p>Department of Education  Special Education Policy Advisory Group  Rathgael House  43 Balloo Road  Bangor  County. Down  BT19 7PR</p>
Standards	<p>This word implies that the LLP has a regulatory role such as a governing, supervisory or representative body.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it has the support of whoever it claims it will govern or supervise. In addition, the applicant should produce independent support from a representative body or government department.</p>
Stock exchange	This expression implies that the company is part of, or connected with the official "Stock Exchange".
Swyddfa archwilio	<p>To use this expression you must obtain the written support of:</p> <p>Auditor General for Wales  Cathedral Road  Cardiff CF11 9LJ</p> <p>in Welsh:  Archwilydd Cyffredinol Cymru  24 Heol y Gadeirlan</p>

	Caerdydd CF11 9LJ
Teyrnas Unedig Teyrnas Gyfunol Deyrnas Unedig Theyrnas Unedig Deyrnas Gyfunol Theyrnas Gyfunol	<p>If you wish to use this expression at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing evidence of support from a representative body, trade association or government department.</p> <p>If the expression is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p>
Trade Union	This expression will normally be refused unless it conforms to legislation relating to trade unions.
Tribunal	This word implies the LLP has a quasi-judicial role similar to decisions made by an administrative tribunal or other institution with the authority to judge, adjudicate on, or determine claims or disputes. To use this word you will need to provide support from the appropriate representative body or government department.
Trust	<p>Trust is prescribed and will normally require the approval or support of a representative body. The requirements for individual trusts are set out below:</p> <p><i>Financial Trust and Investment Trust:</i> If you wish to use one of these expressions you will need to provide a written assurance that substantial capital or other funds will be achieved within a reasonable period after incorporation.</p> <p><i>Pensions Trust and Staff Trust:</i> The name of the LLP must include the name of the parent company and the objects of the LLP must include the operation of pension funds.</p> <p><i>Unit Trust:</i> To use this expression you must obtain the written support of: Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS.</p> <p>Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a></p> <p>An LLP may not be suitable for the following:</p> <p><i>Artistic Trust and Educational Trust:</i> <i>Charitable Trust:</i> <i>Enterprise Trust:</i> <i>Family Trust:</i></p>

<p>Tywysog Dywysog Thywysog Tywysoges Dywysoges Thywysoges</p>	<p>To use any of these words you must obtain the written support of:</p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p>
<p>Underwrite Underwriting</p>	<p>To use any of these words you must obtain the written support of:</p> <p>Financial Services Authority 25 The North Colonnade Canary Wharf London E14 5HS</p> <p>Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a></p>
<p>United Kingdom</p>	<p>If you wish to use this expression at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing evidence of support from a representative body, trade association or government department.</p> <p>If the expression is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>Approval is not required for UK.</p>

University	<p>To use this word you must obtain the written support of:</p> <p><i>England:</i></p> <p>Department for Business, Innovation &amp; Skills  Higher Education Governance  1 Victoria Street  London  SW1H 0ET</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government  Cathays Park  Cardiff  CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government  Higher Education Governance Team  Atlantic Quay  150 Broomielaw  Glasgow  G2 8LG</p> <p><i>Northern Ireland:</i></p> <p>Department for Employment and Learning  Head of Higher Education, Finance &amp; Governance  39-49 Adelaide Street  BELFAST  BT2 FD8</p>
Wales	<p>If you wish to use this word at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing independent support from a representative body, trade association or the Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>If you want to use the word because it is a surname, you will usually be given approval if the LLP name includes forenames or initials.</p> <p>Unless the word is a surname the LLP's registered office must be in Wales.</p>

Watchdog	<p>This word implies that the LLP has a regulatory role such as a governing, supervisory or representative body.</p> <p>Evidence must be produced to show that the LLP will be what it claims, and that it is has the support of whoever it claims it will govern or supervise. In addition, the applicant should produce independent support from a representative body or government department.</p>
Welsh	<p>If you wish to use this word at the beginning of your LLP name you would need to show that the LLP is pre-eminent in its field by providing providing independent support from a representative body, trade association or the Welsh Assembly Government.</p> <p>If the word is used elsewhere in the name, you would be expected to show that your LLP is substantial in relation to its activity or product and that it is eminent in its own field.</p> <p>TheLLP's registered office must be in Wales.</p>
Welsh Assembly Government	<p>This expression suggests the LLP is a part of the Welsh Assembly Government. To use this expression you must obtain the written support of:</p> <p>The Welsh Assembly Government Cathays Park Cardiff CF10 3NQ</p>
Windsor	<p>To use this word you must obtain the written support of:</p> <p><i>England &amp; Northern Ireland:</i></p> <p>Ministry of Justice Constitutional Settlement Division Ministry of Justice Postal Point 5.25 102 Petty France London SW1H 9AJ</p> <p><i>Wales:</i></p> <p>The Welsh Assembly Government Public Administration and Honours Unit Crown Buildings Cathays Park Cardiff CF10 3NQ</p> <p><i>Scotland:</i></p> <p>The Scottish Government Protocol Team Victoria Quay Edinburgh EH6 6QQ</p>

**Appendix B - Sensitive words and expressions that require the approval of the Secretary of the State**

Agency	This word will not be allowed if it implies a connection with a government department, devolved administration or other representative body.
Accountancy and Actuarial Discipline Board  Accounting Standards Board  Auditing Practices Board  Board for Actuarial Standards	To use any of these expressions you must obtain the written support of:  Comptroller and Auditor General Corporate Secretariat National Audit Office Elizabeth 2 151 Buckingham Palace Road London SW1W 9SS
Archwilydd Cyffredinol Cymru	To use this expression you must obtain the written support of:  Auditor General for Wales 24 Cathedral Road Cardiff CF11 9LJ or Archwilydd Cyffredinol Cymru 24 Heol y Gadeirlan Caerdydd CF11 9LJ
Assembly	This word implies a connection with a government department, devolved administration or other representative body. To use this word you must obtain the written support of the appropriate body.
Border Agency  UKBA	These expressions imply a connection with The UK Border Agency. To use any of these expressions you must obtain the written support of:  UK Border Agency Lunar House 40 Wellesley Road Croydon CR9 2BY
Cabinet Office	This expression implies a connection with the government's official Cabinet Office. Further information can be found on the Cabinet Office website at <a href="http://www.cabinetoffice.gov.uk/">www.cabinetoffice.gov.uk/</a>
Cadw	To use this name you must obtain the written support of:  Cadw Welsh Assembly Government Plas Carew Unit 5/7 Cefn Coed Parc Nantgarw

	Cardiff CF15 7QQ
Care and Social Services Inspectorate Wales  CISSW	To use any of these expressions you must obtain the written support of:  Care and Social Services Inspectorate Wales Cathays Park Cardiff CF10 3NQ
Chamber of Commerce	To use this expression you must obtain the written support of:  The British Chambers of Commerce Oak Tree Court Binley Business Park Harry Weston Road Coventry CV3 2UN
Chartered Accountant  ICAEW	To use these expressions you must obtain the written support of:  The Institute of Chartered Accountants in England and Wales Chartered Accountants' Hall Moorgate Place London EC2P 2BJ
Chartered Secretary	To use this expression you must obtain the written support of :  The Institute of Chartered Secretaries and Administrators 16 Park Crescent London W1B 1AH
Chartered Surveyor	To use this expression you must obtain the written support of :  Royal Institution of Chartered Surveyors RICS Parliament Square London SW1P 3AD
Comisiwn Cynulliad Cenedlaethol Cymru	This expressions implies a connection with the National Assembly for Wales or the National Assembly for Wales Commission. To use this expression you must obtain the written support of:  Clerk of the Assembly National Assembly for Wales Commission Cardiff Bay Cardiff CF99 1NA or Clerc y Cynulliad Comisiwn Cynulliad Cenedlaethol Cymru Bae Caerdydd Caerdydd CF99 1NA
Commonhold Association	This expression cannot be adopted by an LLP. It can only be used at the end of a name of a company limited by guarantee.

Commissioner	These expressions imply a connection with an official body set up to investigate complaints made by consumers or taxpayers, against private or public institutions. To use this word you need to provide support from the appropriate body or government department.
Copyright Design	These words and expressions will be allowed if they do not imply a connection with the Intellectual Property Office, a government department or representative body. If we believe the use of these expressions suggests a connection with Her Majesty's Government then we may ask the intellectual Property Office to comment.
Crime Squad	This expression implies a connection with The Serious Organised Crime Agency (SOCA). Please see entry for 'Serious Organised Crime'.
Criminal Intelligence Service	This expression implies a connection with the UK's official criminal intelligence services such as the Police, National Criminal Intelligence Service and the Serious Organised Crime Agency.
Cynulliad Cenedlaethol Cymru	This expression implies a connection with the National Assembly for Wales or the National Assembly for Wales Commission. To use this expression you must obtain the written support of:  Clerk of the Assembly National Assembly for Wales Commission Cardiff Bay Cardiff CF99 1NA or Clerc y Cynulliad Comisiwn Cynulliad Cenedlaethol Cymru Bae Caerdydd Caerdydd CF99 1NA
Department for Department of	The use of these expressions may imply a connection with a government department.
Employment Medical Advisory Service  EMAS	These expressions imply a connection with the Health and Safety Executive. To use these expressions you must obtain the written support of:  Health and Safety Executive Redgrave Court Merton Road Bootle L20 7HS
Financial Reporting Review Panel	To use this expression you must obtain the written support of:  Financial Reporting Review Panel 5th Floor Aldwych House 71-91 Aldwych London WC2B 4HN
Health and Safety	These expressions imply a connection with the Health and Safety Executive. To use these expression you must obtain the written support of:

	Health and Safety Executive Redgrave Court Merton Road Bootle L20 7HS
Home Office	This expression implies a connection with the Home Office government department
HMRC	This expression implies a connection with a Her Majesty's Revenue and Customs.
HSE	This expression will be allowed provided it does not imply a connection with the Health and Safety Executive.
Industrial and Provident Society	To use this expression you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS  Email: perimterguidance
Intellectual Property  IPO  UKIPO	These words and expressions will be allowed if they do not imply a connection with the Intellectual Property Office, a government department or representative body. If we believe the use of these expressions suggests a connection with Her Majesty's Government then we may ask the Intellectual Property Office to comment.
Licensing Authority Assets Recovery	This expression implies a connection with The Serious Organised Crime Agency (SOCA). Please see entry for Serious Organised Crime'.
Ministry Ministry of	The use of this word or expression may imply a connection with a government department.
National Accounts  National Accounting  NAO	These expressions and the abbreviation imply a connection with the National Audit Office. To use these expressions you must obtain the written support of:  Comptroller & Auditor General Corporate Secretariat National Audit Office 157-159 Buckingham Palace Road London SW1W 9SP
NAW NAWC NAFW NAFWC	These expressions will be allowed provided they do not imply a connection with the National Assembly for Wales.
Nuclear Installation	This expression implies a connection with the Health and Safety Executive. To use this expression you must obtain the written support of:  Health and Safety Executive Redgrave Court Merton Road Bootle L20 7HS

Professional Oversight Board	To use this expression you must obtain the written support of:  General Counsel & Company Secretary Financial Reporting Council 5th Floor, Aldwych House 71-91 Aldwych London WC2B 4HN
Public Health	This expression implies a connection with the Department of Health. To use this expression you must obtain the written support of: Office of the Permanent Secretary Department of Health, Social Services and Public Safety Room C4.15, Castle Buildings Stormont Estate Belfast BT4 3SQ
Select Committee	This expression implies a connection with the House of Commons. To use this expression you must obtain the written support of:  Corporate Officer of the House of Commons Houses of Commons Legal Services Office London SW1A 0AA
Serious Organised Crime  SOCA	These expressions imply a connection with The Serious Organised Crime Agency (SOCA).  To use any of these expressions you must obtain the written support of:  Serious Organised Crime Agency PO Box 8000 London SE11 5EN
Scottish Chamber of Commerce	To use this expression you must obtain the written support of:  Scottish Chambers of Commerce 30 George Square Glasgow G2 1EQ
WAG	This expression will be allowed provided it does not imply a connection with the Welsh Assembly Government.

## Appendix C - Words and expressions governed by other legislation.

Certain words and expressions are governed by other legislation and their use in company or business names might be a criminal offence. Please note this list is not exhaustive and applicants should make their own checks to ensure their chosen name does not breach any other legislation.

2012 (Olympic Games)	“2012” is one of several words and expressions which are protected under the London Olympic Games and Paralympic Games Act 2006. These words and expressions can be found under “Olympic Games” later in this table.
Anzac	This word is controlled by section 1 of the Anzac Act 1916 and will not be allowed in a company name.
Architect	With the exception of ‘naval architect’, ‘landscape architect’ or ‘golf-course architect’, the use of this word is controlled by the Architects Registration Act 1997 (Section 20). To use this word you must obtain the written support of:  Architects Registration Board 8 Weymouth Street London W1W 5BU
Art psychotherapist. Art therapist. Biomedical scientist. Chiropodist. Clinical scientist. Clinical psychologist. Counselling psychologist. Drama therapist. Dietician. Dietitian Educational psychologist. Diagnostic radiographer. Forensic psychologist. Health psychologist. Music therapist. Podiatrist. Occupational psychologist. Occupational therapist. Operating department. Practitioner. Orthoptist. Orthotist. Paramedic. Physical therapist. Physiotherapist. Practitioner psychologist.	These expressions are protected titles and require the approval of the Health Professions Council who can be contacted at,  Registration Department Health Professions Council 184 Kennington Park Road London SE11 4BU  Email: <a href="mailto:registration@hpc-uk.org">registration@hpc-uk.org</a>

Prosthetist. Radiographer. Registered psychologist. Speech and language therapist. Speech therapist. Sport and exercise psychologist. Therapeutic radiographer.	
Building Society	To use this expression you must obtain the written support of:  Financial Services Authority Perimeter Guidance 25 North Colonnade Canary Wharf London E14 5HS  Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a>
Chemist Druggist Pharmaceutical Pharmaceutist Pharmacist Pharmacy	These words are controlled by section 78 of the Medicines Act 1968  To use any of these words you must obtain the written support of:  <i>England and Wales:</i>  The Director of Legal Services The Royal Pharmaceutical Society of Great Britain 1 Lambeth High Street London SE1 7JN  <i>Scotland:</i>  The Pharmaceutical Society 36 York Place Edinburgh EH13HU.  <i>Northern Ireland:</i>  The Pharmaceutical Society of Northern Ireland 73 University Street Belfast BT7 1HL
Chiropractor	This word is controlled by the Chiropractors Act 1994. To use this name you must obtain the written support of:  The Chief Executive General Chiropractic Council 44 Wicklow Street London

	WC1X 9HL
Credit Union	<p>This expression is controlled by the Credit Union Act 1979</p> <p>To use this expression you must obtain the written support of:</p> <p>Financial Services Authority Perimeter Guidance 25 The North Colonnade Canary Wharf London E14 5HS</p> <p>Email: <a href="mailto:perimeterguidance@fsa.gov.uk">perimeterguidance@fsa.gov.uk</a></p>
Dentist Dental Surgeon Dental Practitioner	<p>These words and expressions are controlled by the Dental Act 1984. To use these words and expressions you must obtain the written support of:</p> <p>The Registrar General Dental Council 37 Wimpole Street London W1M 8DQ</p>
<p><i>Olympic words and expressions</i></p> <p>Olympiad Olympiads Olympian Olympians Olympic Olympics Paralympic Paralympics Paralympiad Paralympiads Paralympian Paralympians</p> <p>2012 Citius Altius Fortius ("Faster, Higher Stronger") Spirit in Motion Twenty twelve Two thousand and twelve</p>	<p>These words and expressions (including similar words) are controlled by the London Olympic Games and Paralympic Games Act 2006:</p> <p>To use any of these words and expressions you must obtain the written support of:</p> <p>The London Organising Committee of the Olympic Games Limited (LOCOG) 23 rd Floor 1 Churchill Place Canary Wharf London E14 5LN</p> <p><a href="http://www.london2012.com/">www.london2012.com/</a></p>
Optician. Ophthalmic Optician. Dispensing Optician. Enrolled Optician. Registered Optician. Optometrist.	<p>These words and expressions are controlled by the Opticians Act 1989</p> <p>To use these words and expressions you must obtain the written support of:</p>

	<p>The Registrar  General Optical Council  41 Harley Street  London  W1N 2DJ</p>
<p>Patent Attorney  Patent Agent  Registered trade mark agent  Trade Mark  Trade Mark Agent</p>	<p>The words 'Patent', Patentee and 'Registered' are prescribed words (see Table A).</p> <p>The expressions 'Trade Mark' and "Trade Mark Agent' will be allowed provided their use does not imply a connection with the Intellectual Property Office, a government department or representative body.</p>
<p>Physician.  Doctor of medicine.  Licentiate in medicine and surgery.  Bachelor of medicine.  Surgeon.  General practitioner</p>	<p>These words and expressions are controlled by section 49 of the Medical Act 1983.</p>
<p>Red Cross,  Geneva Cross  Red Crescent  Red Lion and Sun</p>	<p>These expressions are controlled by the Geneva Convention Act 1957.</p>

Solicitor	<p><i>England and Wales and Northern Ireland:</i></p> <p>This word is controlled by sections 20-21 of the Solicitors Act 1974.</p> <p>If you are an <b>existing firm</b> of solicitors (i.e. a sole proprietor or partnership) you will already be regulated by the Solicitors regulatory authority. Your application to form an LLP must include a copy of your firms letterhead which includes the statement "regulated by the Solicitors Regulatory Authority" (or SRA). No additional information is required.</p> <p>If you are a <b>new firm</b> your application must include a letter of support from:</p> <p>The Solicitors Regulatory Authority Operations Ipsley Court Berrington Close Redditch B98 0TD</p> <p><i>Scotland:</i></p> <p>This word is controlled by section 31 of the Solicitors (Scotland) Act 1980. To use this word you must obtain the written support of:</p> <p>The Law Society of Scotland 26 Drumsheugh Gardens Edinburgh EH3 7YR.</p>
Veterinary Surgeon Veterinary Vet	<p>These words and expressions are controlled by sections 19/20 of the Veterinary Surgeons Act 1966 To use any of these words and expressions you must obtain the written support of:</p> <p>The Registrar Royal College of Veterinary Surgeons 62-64 Horseferry Rd London SW1P 2AF</p>

# how to contact us

Version 3.2 (05/10)

contact centre: **0303 1234 500**

(For training and quality purposes your call may be monitored)

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enquiries@companieshouse.gov.uk

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- Edinburgh:** Companies House  
4th Floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, EH3 9FF  
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- London:** Companies House  
21 Bloomsbury Street, London, WC1B 3XD  
Fax: 029 2038 0900
- Belfast:** Companies House,  
Second Floor, The Linenhall,  
32-38 Linenhall Street, Belfast, BT2 8BG

For the most up to date version of this booklet please visit our website at:

**www.companieshouse.gov.uk**



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