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| **Form of notice mentioned in section 48(2)(*a*) of llp Act** |

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| Date of notice: [Date that the notice is sent] |
| Dear [Addressee], |
| We know or have reasonable grounds to believe that you are a registrable controller of [name of limited liability partnership]. |
| This notice is sent under section 48(2)(*a*) of the Limited Liability Partnerships Act 2005 and requires you to provide the following information within 30 days after the date of this notice. Please send your reply to [address of limited liability partnership]. Failure to provide the information required by this notice may be an offence. |
| 1.  Are you a registrable controller of [name of limited liability partnership]? |
| Your reply: Yes / No\* |
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| \* | Delete as appropriate. If your reply is yes and you are an individual, please provide the particulars in sub‑paragraph (*a*). If your reply is yes and you are a legal entity, please provide the particulars in sub‑paragraph (*b*). |

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| (*a*) | If your reply is yes and you are an individual, please provide the following particulars: |

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| (i) | your full name: ......................................................................... |

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| (ii) | your aliases, if any: ................................................................... |

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| (iii) | your residential address: ............................................................ |

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| (iii*a*) | your email address: .................................................... |

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| (iii*b*) | your contact number: ............................................... |

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| (iv) | your nationality: ........................................................................ |

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| (v) | your identity card number or passport number: ....................................................................................... |

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| (vi) | your date of birth: ...................................................................... |

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| (vii) | the date on which you became an individual controller of [name of limited liability partnership]: ............................................. |

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| (*b*) | If your reply is yes and you are a legal entity, please provide the following particulars: |

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| (i) | your name: ................................................................................ |

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| (ii) | your unique entity number issued by the Registrar, if any: ............................................................................................ |

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| (iii) | the address of your registered office: ....................................... |

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| (iii*a*) | your email address: .................................................... |

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| (iii*b*) | your contact number: ................................................. |

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| (iv) | your legal form: ......................................................................... |

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| (v) | the jurisdiction where, and statute under which, you are formed or incorporated: ...................................................................... |

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| (vi) | the name of the corporate entity register of the jurisdiction where you are formed or incorporated, if applicable: ................................................................................. |

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| (vii) | the identification number or registration number on the corporate entity register of the jurisdiction where you are formed or incorporated, if applicable: ..................................... |

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| (viii) | the date on which you became a corporate controller of [name of limited liability partnership]: ................................................... |

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| 2.  Do you know or have reasonable grounds to believe that any other person is a registrable controller of [name of limited liability partnership] or is likely to have that knowledge? |
| Your reply: Yes / No\* |
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| \* | Delete as appropriate. If your reply is yes and the person is an individual, please provide the particulars in sub‑paragraph (*a*). If your reply is yes and the person is a legal entity, please provide the particulars in sub‑paragraph (*b*). |

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| (*a*) | If your reply is yes and the person is an individual, please provide the following particulars to the best of your knowledge: |

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| (i) | the person’s full name: ............................................................. |

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| (ii) | the person’s aliases, if any: ..................................................... |

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| (iii) | the person’s residential address: ............................................. |

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| (iii*a*) | the person’s email address: ......................................... |

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| (iii*b*) | the person’s contact number: ...................................... |

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| (iv) | the person’s nationality: .......................................................... |

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| (v) | the person’s identity card number or passport number: ..................................................................................... |

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| (vi) | the person’s date of birth: ............................................................ |

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| (vii) | the date on which the person became an individual controller of [name of limited liability partnership]: .................................... |

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| (*b*) | If your reply is yes and the person is a legal entity, please provide the following particulars to the best of your knowledge: |

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| (i) | the person’s name: .................................................................... |

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| (ii) | the person’s unique entity number issued by the Registrar, if any: ......................................................................................... |

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| (iii) | the address of the person’s registered office: ....................................................................................... |

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| (iii*a*) | the person’s email address: ......................................... |

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| (iii*b*) | the person’s contact number: ...................................... |

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| (iv) | the person’s legal form: ............................................................ |

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| (v) | the jurisdiction where, and the statute under which, the person is formed or incorporated: ............................................................ |

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| (vi) | the name of the corporate entity register of the jurisdiction where the person is formed or incorporated, if applicable: ................................................................................ |

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| (vii) | the identification number or registration number on the corporate entity register of the jurisdiction where the person is formed or incorporated, if applicable: .................................... |

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| (viii) | the date on which the person became a corporate controller of [name of limited liability partnership]: ................................... |

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| In this notice — |
| “controller”, “corporate controller”, “individual controller” and “legal entity” have the meanings given by section 43 of the Limited Liability Partnerships Act 2005; |
| “identity card” has the meaning given by section 2(1) of the National Registration Act 1965; |
| “registrable” has the meaning given by section 44 of the Limited Liability Partnerships Act 2005. |
| Yours sincerely, |
| [Name of partner or manager of the limited liability partnership] |
| Partner / Manager\* |
| \*  Delete as appropriate |
| [Name of limited liability partnership] |
| [To be completed by [Addressee]] |
| The information that I have provided in response to this notice is true and accurate. |
| [To affix signature of Addressee and date of the signature] |

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