

**FORM OF NOTICE MENTIONED IN SECTION 49(1) OF LLP ACT**

Date of notice: [Date that the notice is sent]

Dear [Addressee],

We know or have reasonable grounds to believe that a change has occurred in your particulars that are stated in the register of controllers of [name of limited liability partnership].

This notice is sent under section 49(1) 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 still a registrable controller of [name of limited liability partnership]?

Your reply: Yes / No\*

\* Delete as appropriate. If your reply is no, please state the date on which you ceased to be a registrable controller of [name of limited liability partnership]:  
.....

2. Your particulars that are stated in the register of controllers of [name of limited liability partnership] are set out below. Has a relevant change in your particulars set out below occurred?

[Set out particulars of addressee that are stated in the register of controllers]

Your reply: Yes / No\*

\* Delete as appropriate. If your reply is yes, please provide the following information:

(a) the date of the change: .....

(b) the particulars of the change: .....

In this notice, “register of controllers” has the meaning given by section 43 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]