

FORM OF NOTICE MENTIONED IN SECTION 32I(1) OF LLP ACT

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

Dear [Addressee],

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

This notice is sent under section 32I(1) of the Limited Liability Partnerships Act (Cap. 163A) 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. Your particulars that are stated in the register of controllers of [name of limited liability partnership] are set out below. Are your particulars set out below correct?

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

Your reply: Yes / No*

* Delete as appropriate. If your reply is no, please provide the correct particulars:

In this notice, “register of controllers” has the meaning given to it in section 32B of the Limited Liability Partnerships Act.

Yours sincerely,

[Name of partner or manager of the limited liability partnership]

Partner / Manager*

* Delete as appropriate

[Name of limited liability partnership]