

# LL RP04

Second filing of a document previously delivered for a Limited Liability Partnership (LLP)

☒ **What this form is for**

You can only use this form to file a second filing of a document delivered for an LLP in respect of documents that relate to events that occurred on or after 1 October 2009 that held inaccuracies

A second filing of a document must only be filed where it is providing corrected information that has been properly delivered but inaccuracies still appear on the register

☒ **What this form is NOT for**

You cannot use this form to file a second filing of a document for an LLP in respect of documents that relate to events that occurred before 1 October 2009

A second filing of a document cannot be filed where the information that was delivered Form LL RP04 is used in these circumstances

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)



## 1 LLP details

LLP number

LLP name in full

**Filing in this form**

Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by \*

## 2 Description of the original document

Document type

**Description of the original document**

Please enter the document type (e.g. an Appointment of member of an LLP—LL AP01) and any distinguishing information if more than one document of that type was filed on the same day

Date of registration of the original document

## 3 Applicable documents

This form only applies to the following forms

- LL AP01 Appointment of member of a Limited Liability Partnership (LLP)
- LL AP02 Appointment of corporate member of a Limited Liability Partnership (LLP)
- LL CH01 Change of details of a member of a Limited Liability Partnership (LLP)
- LL CH02 Change of details of a corporate member of a Limited Liability Partnership (LLP)
- LL TM01 Termination of appointment of member of a Limited Liability Partnership (LLP)
- LL AR01 Annual Return of a Limited Liability Partnership (LLP)

## 4 Section 243 Exemption<sup>2</sup>

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 (as applied to LLPs by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009) and the document(s) you are updating contain(s) your usual residential address, please post this form along with the updated document(s) to the address below

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE

<sup>2</sup> If you are currently in the process of applying for or have been granted a Section 243 exemption, you may wish to check that you have not entered your usual residential address as the service address in the accompanying form (e.g. LL AP01 or LL CH01)

## LL RP04

Second filing of a document previously delivered for a Limited Liability Partnership (LLP)



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Company Secretarial Department**

Company name **H W Fisher & Company**

Address **Acre House**

**11/15 William Road**

Post town **London**

County/Region

Postcode **N W 1 3 E R**

Country

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following**

- ☐ The LLP name and number match the information held on the public Register
- ☐ You can only use this form to file a second filing of a document delivered for an LLP in respect of documents that relate to events that occurred on or after 1 October 2009 that held inaccuracies
- ☐ If you are updating a document where you have previously paid a fee, do not send a fee along with this form
- ☐ You have enclosed the second filed document(s)
- ☐ If the LLP to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you must also deliver with this form, and the second filed document(s), a PR03 form 'Consent for paper filing'



### Important information

**Please note that all information on this form will appear on the public record**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below**

#### For LLPs registered in England and Wales

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

#### For LLPs registered in Scotland

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

#### For LLPs registered in Northern Ireland

The Registrar of Companies, Companies House, Second Floor, The Linnenhall, 32-38 Linnenhall Street, Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

#### Section 243 exemption

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

**BLUEPRINT****2000**

**A fee is payable with this form**

Please see 'How to pay' on the last page

☒ **What this form is for**

You may use this form to confirm that the LLP information is correct as at the date of this return. You must file an Annual Return at least once every year.

☐ **What this form is NOT**

You cannot use this form to give notice of changes to the members, the registered company address or information relating to company records.

LD6 11/04/2014 #13  
COMPANIES HOUSE  
LD7 28/03/2014 #212  
COMPANIES HOUSE

### Part 1

#### LLP details

This section must be completed by all LLPs

**→ Filing in this form**

Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by \*

#### A1

##### LLP details

LLP number O C 3 0 6 9 1 9

LLP name in full ① ASTERRA LLP

**① LLP name change**

If your LLP has changed its name, please provide the LLP name as at the date of this return

#### A2

##### Return dates

Please give the annual return made up date. The return date must not be a future date. The annual return must be delivered within 28 days of the date given below

Date of this return ② d 1 d 6 m 0 m 2 y 2 y 0 y 1 y 4

**② Date of this return**

Your LLP's return date is usually the anniversary of incorporation or the anniversary of the last annual return filed at Companies House. You may choose an earlier return date but it must not be a later date.

#### A3

##### Registered office address ③

Please give the registered office address of your company

Building name/number Acre House

Street 11/15 William Road

Post town London

County/Region

Postcode N W 1 3 E R

**③ Change of registered office**

This must agree with the address that is held on the Companies House records at the date of this return

If the registered office address has changed, you should complete form LL AD01 and submit it together with this annual return

#### A4

##### Single alternative inspection location (SAIL) of the LLP records (if applicable) ④

Building name/number

Street

Post town

County/Region

Postcode

**④ SAIL address**

This must agree with the address that is held on the Companies House records at the date of this return

If the address has changed, you should complete form LL AD02 and submit it together with this annual return

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

A5

### Location of LLP records ①

Please tick the appropriate box to indicate which records are kept at the SAIL address in **Section A4**

- ☐ Register of members
- ☐ Register of debenture holders
- ☐ Instruments creating charges and register of charges England and Wales or Northern Ireland
- ☐ Instruments creating charges and register of charges Scotland

#### ① Location of LLP records

If the LLP records are held at the registered office address, do not tick any of the boxes in this section

Certain records must be kept by every LLP while other records are only kept where appropriate

If the records are not kept at the SAIL address they must be available at the registered office

If any of the LLP records have moved from the registered office to the address in Section A4 since the last annual return, you must complete form LL AD03 and submit it together with this annual return

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

### Part 2

### Officers of the LLP

This section should include details of the LLP members at the date to which this annual return is made up

- For a **member** who is an individual, go to **Section B1**
- For a **corporate** member, go to **Section C1**

**Once Part 2 has been completed, please go to Part 3 'Signature'**

#### Continuation pages

Two pages have been included in the form for details of members who are individuals and two pages have been included for details of corporate members

Please use a continuation page if you need to enter any more officer details

### Member

#### B1

#### Member details ①

Please use this section to list all the members of the LLP  
**For a corporate member, complete Sections C1-C4**

Title*																	
Full forename(s)	Susanne Helen Georgina																
Surname	MUNROE																
Former name(s) ②																	
Country/State of residence	United Kingdom																
Date of birth	<table><tr><td>d</td><td>2</td><td>d</td><td>4</td><td>m</td><td>0</td><td>m</td><td>5</td><td>y</td><td>1</td><td>y</td><td>9</td><td>y</td><td>5</td><td>y</td><td>8</td></tr></table>	d	2	d	4	m	0	m	5	y	1	y	9	y	5	y	8
d	2	d	4	m	0	m	5	y	1	y	9	y	5	y	8		
Designated member	<p>Please tick this box if you are a designated member</p> <input checked="" type="checkbox"/>																

#### ① Member appointments

You may not use this form to appoint a member. To do this, please complete form LL AP01 and submit it together with this annual return

#### Corporate details

Please use Section C1-C4 to enter corporate member details

#### Member details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form LL CH01

#### ② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes

#### B2

#### Member's service address ③

Building name/number	"Palmview"								
Street	70 Lampits Hill								
	Corringham								
Post town	Stanford Le Hope								
County/Region	Essex								
Postcode	<table><tr><td>S</td><td>S</td><td>1</td><td>7</td><td></td><td>9</td><td>A</td><td>J</td></tr></table>	S	S	1	7		9	A	J
S	S	1	7		9	A	J		
Country	United Kingdom								

③ If you have previously notified Companies House that the service address is at 'The LLP's registered office', please state 'The LLP's registered office' in the address

This information will appear on the public record

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

### Member

**B1****Member details ①**

Please use this section to list all the members of the LLP  
*For a corporate member, complete Sections C1-C4*

Title*																	
Full forename(s)	Alan Michael																
Surname	SELBY																
Former name(s) ②																	
Country/State of residence	United Kingdom																
Date of birth	<table><tr><td>d</td><td>1</td><td>d</td><td>9</td><td>m</td><td>1</td><td>m</td><td>1</td><td>y</td><td>1</td><td>y</td><td>9</td><td>y</td><td>4</td><td>y</td><td>9</td></tr></table>	d	1	d	9	m	1	m	1	y	1	y	9	y	4	y	9
d	1	d	9	m	1	m	1	y	1	y	9	y	4	y	9		
Designated member	<p>Please tick this box if you are a designated member</p> <input checked="" type="checkbox"/>																

**① Member appointments**

You may not use this form to appoint a member. To do this, please complete form LL AP01 and submit it together with this annual return.

**Corporate details**

Please use Section C1-C4 to enter corporate member details.

**Member details**

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form LL CH01.

**② Former name(s)**

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

**B2****Member's service address ③**

Building name/number	Greenacres								
Street	Home Farm								
	Kemnal Road								
Post town	Chislehurst								
County/Region	Kent								
Postcode	<table><tr><td>B</td><td>R</td><td>7</td><td></td><td>6</td><td>L</td><td>Y</td><td></td></tr></table>	B	R	7		6	L	Y	
B	R	7		6	L	Y			
Country	United Kingdom								

③ If you have previously notified Companies House that the service address is at 'The LLP's registered office', please state 'The LLP's registered office' in the address.

This information will appear on the public record.

# LL AR01 - continuation page

## Annual Return of a Limited Liability Partnership (LLP)

### Member

<b>B1</b>	<b>Member details ①</b>	
	Please use this section to list all the members of the LLP <i>For a corporate member, complete Sections C1-C4</i>	
Title*		
Full forename(s)	Joseph	
Surname	SELBY	
Former name(s) ②		
Country/State of residence	United Kingdom	
Date of birth	<div> <div>d</div> <div>0</div> <div>d</div> <div>1</div> <div>m</div> <div>0</div> <div>m</div> <div>3</div> <div>y</div> <div>1</div> <div>y</div> <div>9</div> <div>y</div> <div>8</div> <div>y</div> <div>6</div> </div>	
Designated member	Please tick this box if you are a designated member <input type="checkbox"/>	

#### ① Member appointments

You may not use this form to appoint a member. To do this, please complete form LL AP01 and submit it together with this annual return.

#### Corporate details

Please use Section C1-C4 to enter corporate member details.

#### Member details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form LL CH01.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes during the period of this return. Married women do not need to give former names unless previously used for business purposes.

<b>B2</b>	<b>Member's service address ③</b>	
Building name/number	Greenacres	
Street	Kemnal Road	
Post town	Chislehurst	
County/Region		
Postcode	<div> <div>B</div> <div>R</div> <div>7</div> <div></div> <div>6</div> <div>L</div> <div>Y</div> <div></div> </div>	
Country	United Kingdom	

③ If you have previously notified Companies House that the service address is at 'The LLP's registered office', please state 'The LLP's registered office' in the address.

This information will appear on the public record.

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

### Corporate member

#### C1 Corporate member details ①

Please use this section to list all the corporate members of the LLP. Please complete **Sections C1-C4**.

Name of corporate body/firm

Building name/number

Street

Post town

County/Region

Postcode

Country

Designated member

Please tick this box if you are a designated member

☐

**① Corporate member appointments**  
You may not use this form to appoint a corporate member. To do this, please complete form LL AP02 and submit it together with this annual return.

#### Corporate member details

All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form LL CH02.

#### C2 Location of the registry of the corporate body or firm

Is the corporate member registered within the European Economic Area (EEA)?

→ **Yes** Complete **Section C3 only**

→ **No** Complete **Section C4 only**

#### C3 EEA companies ②

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/firm is registered ②

Registration number

#### ② EEA

A full list of countries of the EEA can be found in our guidance [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

③ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)

#### C4 Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered ④

If applicable, the registration number

#### ④ Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.



# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

### Corporate member

<b>C1</b>	<b>Corporate member details</b> ①	
	Please use this section to list all the corporate members of the LLP. Please complete <b>Sections C1-C4</b>	
Name of corporate body/firm		<b>① Corporate member appointments</b> You may not use this form to appoint a corporate member. To do this, please complete form LL AP02 and submit it together with this annual return.  <b>Corporate member details</b> All details must agree with those previously notified to Companies House. If you have made changes since the last annual return and have not notified us, please complete form LL CH02.  This information will appear on the public record.
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
Designated member	Please tick this box if you are a designated member <input type="checkbox"/>	
<b>C2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate member registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section C3 only</b> → <b>No</b> Complete <b>Section C4 only</b>	
<b>C3</b>	<b>EEA companies</b> ②	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register	<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Where the company/firm is registered ③		
Registration number		
<b>C4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register	<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
If applicable, the registration number		

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)

Have you completed all the LLP officer details?

→ **Yes** Go to **Part 3** 'Signature'

→ **No** Please make sure all the officer details, at the time of this return, have been completed

### Part 3

### Signature

*This must be completed by all LLPs*

I am signing this form on behalf of the LLP

Signature

Signature

X *Suzanne Nune* X

This form must be signed by  
Designated member, Judicial factor

# LL AR01

## Annual Return of a Limited Liability Partnership (LLP)



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Company Secretarial

Department

Address

H W Fisher & Company

Acre House, 11/15 William

Road

Post town

London

County/Region

Postcode

N W 1 3 E R

Country

United Kingdom

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following**

- ☐ The LLP name and number match the information held on the public Register
- ☐ You have not used this form to make changes to the registered office address
- ☐ You have not used this form to make changes to members' details
- ☐ You have signed the form
- ☐ You have enclosed the correct fee



### Important information

**Please note that all information on this form will appear on the public record**



### How to pay

**A fee is payable on this form**

Make cheques or postal orders payable to 'Companies House'. For information on fees, go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)



### Where to send

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**For LLPs registered in England and Wales**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For LLPs registered in Scotland**

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For LLPs registered in Northern Ireland**

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



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)