**PARTNERSHIP/llp information form**

(PLIF263)

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| --- | --- |
| Name (Partnership/LLP) |  |
| Name of Corporate Member |  |
| Member number |  |

# PURPOSE OF THIS FORM

This form is to be completed by a partnership or limited liability partnership (“LLP”) (“the Applicant”).

The following supporting documentation should be returned with this form.

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| 1. A detailed group structure chart, that should identify:    * ALL the partners/LLP members of the Applicant and all connected entities (including the level of interest held by each controller in the entity which it controls);    * Anyone acting in concert    * Percentage of holdings    * Percentage of voting rights    * Percentage of control through the right to share in capital, profits or liability for losses    * Anyone with significant influence    * The jurisdiction in which each partner/LLP member is resident or incorporated (including the registration number of any corporate controller or equivalent if registered outside the UK);    * Where a partnership/LLP is a regulated entity, its regulatory reference number (where applicable);    * All insurance and reinsurance carriers, underwriting agents, corporate members and Lloyd's brokers within the group; |
| 1. A copy of any document recording the formation/incorporation of the Partnership/LLP. |
| 1. Please provide the most recent financial statements/accounts which have been audited by an auditing firm. |
| 1. A certified copy of the partnership agreement or LLP members’ agreement and any subsequent agreements, e.g. management agreement/ subscription agreement. |
| 1. A Personal Information Form (PIF) will be required for all partners in the partnership/ members in the LLP. |
| 1. If the answer to any question in the Questionnaire is “YES”, please provide further details in a separate attachment and include copies of any relevant documents. |

**All overseas documentation should be accompanied by a certified English translation – the translator should be an independent party to the application.**

1. APPLICANT DETAILS

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| --- | --- | --- | --- | --- |
| Name of Partnership/LLP |  | | | |
| Registered number (if any) (or equivalent overseas reference number) |  | | Country of registration/ incorporation |  |
| If fixed the duration of the partnership/ LLP and the date of commencement | Duration |  | Date of commencement (DD/MM/YYYY) |  |
| Unique taxpayer reference or identification number(UTR)/(TIN) |  | | | |
| Registered address |  | | | |
| UK Postcode |  | | Country |  |
| Trading address (where different) |  | | | |
| UK Postcode |  | | Country |  |
| Telephone number |  | | Email address |  |
| Contact name |  | | | |

APPLICANT DETAILS (Continued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the Applicant financially solvent? | | | Yes  No | |
| The legal status of the Applicant (e.g. limited partnership, limited liability partnership etc). |  | | | |
| The general nature of the Applicant’s business |  | | | |
| If the Applicant is a regulated entity, provide the name of the regulatory body (e.g. FCA/PRA) |  | | | |
| Please give details of all partners/LLP members of the Applicant - Full names | Date of Birth/ Registration No | Status\* | | |
|  |  | equity  salaried  limited partner  general partner  LLP member | |  |
|  |  | equity  salaried  limited partner  general partner  LLP member | |  |
|  |  | equity  salaried  limited partner  general partner  LLP member | |  |
|  |  | equity  salaried  limited partner  general partner  LLP member | |  |

\*See Appendix 1 for status definitions

Please provide details of any persons/entities that run the business of the Applicant, if not already noted above as a partner/LLP member.

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| --- | --- | --- |
| Full names | Date of Birth/ Registration No | Position |
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1. APPLICANT FITNESS AND PROPRIETY QUESTIONNAIRE

The following information shall be provided in respect of events within the last 10 years in the United Kingdom and elsewhere. If the answer to any question is “YES”, please provide further details in a separate attachment and include copies of any relevant documents.

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| --- | --- |
| 1. Has any receiver, administrative receiver or administrator been appointed or any notice given, petition presented, or order made for the appointment of any such person over the whole or any part of the assets or undertaking of the Applicant, or has any event analogous to the foregoing under the laws of any jurisdiction occurred in respect of the Applicant? | Yes  No |
| 1. Has any petition been presented, order made, or resolution passed for the winding up of the Applicant or for the appointment of a liquidator or provisional liquidator of the Applicant (or any analogous event under the laws of any jurisdiction) or is such a petition, order or resolution (or analogous event) pending? | Yes  No |
| 1. Has the Applicant at any time failed to satisfy a judgment debt under a court order within a year of the making of the order? | Yes  No |
| 1. Is any partner of the Applicant subject to a disqualification undertaking, or have they previously been disqualified by a court from acting as a director or from being concerned in the management of a company? | Yes  No |
| 1. Has any application by the Applicant for a licence, recognition or equivalent authorisation to carry on any business activity in the United Kingdom or elsewhere been refused or withdrawn? | Yes  No |
| 1. Has the Applicant been involved in any litigation which may have a material effect on it or known circumstances that may give rise to litigation? | Yes  No |
| 1. Have the Applicant’s books and records been requisitioned or seized by any regulatory body or other government department? | Yes  No |
| 1. Has the Applicant previously been, or is it currently, subject to financial sanctions (as issued by HM Treasury, the European Union or the Office of Foreign Assets Control)? | Yes  No |
| 1. Please give details below of any material written complaints made against the Applicant by its clients or former clients in the last 10 years which are awaiting determination or have been upheld by an ombudsman. | |
|  | |
| 1. Please give details below of any significant events or information (for example, in relation to insolvency, reconstruction, civil or criminal investigations or proceedings, or financial services regulations) which would be relevant to Lloyd’s consideration of the Applicant. | |
|  | |

1. SOURCE OF WEALTH

We are required to obtain the background to the origin of the Applicant’s wealth, explaining in some detail how the assets were acquired and the value of these assets.

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| Against the backdrop of a ‘storyboard’ concept, please indicate / briefly describe the original source(s) (or ‘liquidity events’) and approximate value(s) of the Applicant’s wealth, supplemented by additional background in the box below. Please make reference to the Report and Accounts. |
| ‘Story’ on background to wealth, including purpose of the Applicant’s investment at Lloyd’s: |
|  |

DECLARATION

I hereby declare that having made all reasonable enquiries, the information provided in this form is, to the best of my knowledge and belief, accurate in all material respects and does not omit any information relating to the Applicant that might reasonably be considered relevant to the application.

I hereby undertake and agree that I shall immediately notify my nominated Lloyd’s Agent of any changes in the information provided in this form which occur after the date of submission of this application.

I confirm that I am a partner/LLP member of the Applicant and that I am authorised to sign this form on its behalf.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Signature  (General Partner/ LLP member/ equivalent) |  | Date |  |

The Corporation of Lloyd’s process personal data in line with the requirements of The General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. For further information about the way we use the personal data collected in this form, please read our [Market Services Privacy Notice](https://www.lloyds.com/common/privacy-notices) available on our website in conjunction with that of your Members’ Agent.

**APPENDIX 1**

***(Status Definitions)***

**Limited Liability Partner**

A limited liability partnership (LLP) is a partnership in which some or all partners (depending on the jurisdiction) have limited liabilities. It therefore can exhibit elements of partnerships and corporations. In an LLP, each partner is not responsible or liable for another partner's misconduct or negligence

**Equity Partner**

Partnership equity is the percentage interest that a partner has in partnership assets. Partnership equity represents the partner's ownership interest in the business. The total contributions of all partners plus retained earnings are reflected on a partnership's balance sheet as equity.

**Salaried Partner**

A partner who owns a portion of a company and thus is entitled to part of its profit, but who also receives a regular salary in exchange for his/her services for the company. A salaried partner usually works for the company exclusively, while an unsalaried partner may have another job or other investments.

**Limited Partner**

A partnership registered in accordance with the Limited Partnerships Act 1907. An English limited partnership must be formed between two or more persons and must carry on a business in common with a view of profit. Unlike a general [partnership](https://uk.practicallaw.thomsonreuters.com/8-107-6976?originationContext=document&transitionType=DocumentItem&contextData=(sc.Default)), a limited partnership has two categories of partner: one or more general partner who manage the business of the partnership and one or more limited partners who do not participate in the management of the partnership and who have limited liability.

**General Partner**

A [general partnership](https://www.delawareinc.com/general-corporation/) is the most common type of partnership. It refers to a relationship in which all partners contribute to the day-to-day management of the business. Each partner will have the authority to make business decisions and even legally bind the company in contracts.

The liabilities, contributions, and responsibilities of the partners are often equal unless stated otherwise. Typically, a partnership agreement will describe which partners have certain authorities and responsibilities

**LLP Member**

A Limited Liability Partnership is owned and run by its members, who are in many ways similar to the partners in a traditional partnership. Membership of an LLP combines rights both to profits and to manage the business.

**APPENDIX 2**

We have provided an example of the level of detail we are required to seek concerning your source of wealth below. Should you need any further guidance, please do not hesitate to contact us for assistance.

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| --- | --- | --- |
| Source of Wealth | Examples of information required | Acceptable Evidence |
| Savings / Retirement | Details of employment history, including employers name, duration, nature of business and position held (e.g. CEO of ABC Limited between 1980-2012) | * Past payslips * Confirmation from employer of income and bonuses for previous earning * Annual accounts (if self-employed) * Pension statement |
| Share dividends / sale | Date, value, duration investments held, method of sale (incl. name and location of broker if applicable) | * Sale documentation * Bank statement showing dividend payments |
| Property assets / sale | Details of property other than your PPR, including property location, value and date of purchase and sale (if applicable) | * Completed sales contract * Letter from solicitor confirming sale details |
| Company sale | Name of company, nature of business, value and date of sale | * Letter from solicitor / accountant confirming sale details * Copy of contract of sale |
| Company profits | Annual income and net profits of the business | * Companies house filings (e.g. annual accounts) * Letter from solicitor / accountant confirming business details and profits |
| Gift | Date, value and who received from (incl. relation / connection) | * Letter from donor evidencing their wealth and acknowledging their gift and reason |
| Inheritance | Date of inheritance, name of benefactor (incl. relation / connection) and value inherited | * Grant of probate * Letter from solicitor / accountant confirming details |
| Compensation / settlement payments | Date, value and reason for compensation / settlement | * Copy of court order / agreement * Letter from solicitor / accountant confirming details |
| Other | Details of movable assets i.e. jewellery, fine art, antiques, etc. - include details of the item / collection, current estimated value and date of purchase / period collected over and sale (if applicable) | * Valuation certificates * Sale documentation |