



INSTRUCTIONS FOR A CHANGE IN A LIMITED LIABILITY PARTNERSHIP Under the Business Names Registration Act

This form must be filed when you change the following:

- 1) Firm name
- 2) Designated Manitoba-resident partner
- 3) Registered office in Manitoba
- 4) Post office box number designated as the Manitoba address for service by mail.
- 5) Other information in connection with your registration.

STEP 1: RESERVING THE NAME (only if the Limited Liability Partnership (“LLP”) is changing its name)

Special Notes: Manitoba LLP’s must have the phrase “limited liability partnership” or the acronym “LLP” as part of their name. The name of an **extra-provincial** LLP must comply with the rules in its home jurisdiction.

<u>Form Required</u>	<u>Filing Fee</u>
Request for Name Reservation	\$40.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html> .

If your name is **reserved**, you will have 90 days to file the change in a Limited Liability Partnership forms by following Step 2 below. If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

STEP 2: CHANGING IN A LIMITED LIABILITY PARTNERSHIP

<u>Form Required (in duplicate)</u>	<u>Filing Fee</u>
Change in a Limited Liability Partnership	NO FEE

Special Notes:

- The only change in the membership of the partnership that requires the filing of this form is a change in the “Designated Manitoba Resident Partner”.
- All forms must be typed or printed clearly and signed in ink.

Notice under The Freedom of Information and Protection of Privacy Act

Information about this business is collected pursuant to *The Business Names Registration Act*. It is made available for public searching pursuant to that Act. Information will be shared with other government departments and the Minister of National Revenue pursuant to *The Electronic Commerce and Information Act* for the purposes of obtaining a Business Number (BN) for this company and administering a common business numbering and information system. If you have any questions about its collection, contact: The Director, Companies Office, 1010-405 Broadway, Winnipeg, MB, R3C 3L6 or phone (204) 945-2500.

PAYMENT OPTIONS

If you are filing the Name Reservation (paper applications only).

- If paying by **cheque** or **money order**, please ensure it's payable to the **Minister of Finance**.
- If paying by **credit card**, your signature on this form authorizes us to process the transaction.

If paying by **Credit Card**, please return this bottom portion with your forms.

Name Reservation (only if the LLP is changing its name) \$40.00

Visa

MasterCard

Card # _____ Expiry Date _____ Signature _____

Where to Send the Forms and Fee

COMPANIES OFFICE

Woodsworth Building
1010-405 Broadway
Winnipeg, MB R3C 3L6

Any Questions?

Telephone: (204) 945-2500 **Fax:** (204) 945-1459

Toll Free in Manitoba: 1-888-246-8353

E-Mail: companies@gov.mb.ca

Website: http://www.gov.mb.ca/finance/cca/comp_off/index.html

Hours: 8:00 – 4:30 Monday to Friday