



## INSTRUCTIONS FOR REGISTERING A LIMITED LIABILITY PARTNERSHIP Under The Business Names Registration Act

Before a Limited Liability Partnership (“LLP”) can be registered, a Request for Name Reservation must be filed to determine if the name is available for use. Please read the notes on the reverse side of that form.

**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.

LLP’s may only be registered by firms of Chartered Accountants, Certified General Accountants, Certified Management Accountants, or lawyers.

### **STEP 1: RESERVING THE NAME**

#### **Form Required**

#### **Filing Fee**

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 Limited Liability Partnership registration 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: REGISTERING THE LIMITED LIABILITY PARTNERSHIP**

#### **Form Required (in duplicate)**

#### **Filing Fee**

Registration of a Limited Liability Partnership

\$300.00

### **What Supporting Documents are Required?**

Both Manitoba and Extra-Provincial LLP’s require a statement or certificate from the governing body of the profession in Manitoba certifying that:

- the partnership and the partners meet all the applicable eligibility requirements for practice as a limited liability partnership; and
- the partners have liability insurance in the form and amount that the governing body requires.

**Extra-Provincial LLP’s** must file an additional supporting document:

- evidence that the partnership has the status of an “LLP” in its home jurisdiction. (e.g. Certificate of Status)

### **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.

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**PAYMENT OPTIONS**

If you are filing the Name Reservation (paper applications only) and Registration of a Limited Liability Partnership forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, your signature on this form authorizes us to process two separate transactions.

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

Name Reservation \$40.00

Registration of a Limited Liability Partnership \$300.00

Visa

MasterCard

Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

**Where to Send the Forms and Fees**

**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](mailto:companies@gov.mb.ca)  
**Website:** [http://www.gov.mb.ca/finance/cca/comp\\_off/index.html](http://www.gov.mb.ca/finance/cca/comp_off/index.html)  
**Hours:** 8:00 – 4:30 Monday to Friday