**LLP FORM IX**

**LIMITED LIABILITY PARTNERSHIP ACT, 2017**

**LIMITED LIABILITY PARTNERSHIP REGULATIONS, 2018**

 **[Section 8 and Regulation 14A(1)]**

**NOTICE TO PARTNERS FOR PROVIDING PARTICULARS OF ULTIMATE BENEFICIAL OWNERS**

<<Insert Date>>

[By post/email]

To: Name and address of partner

Date:

**Subject: Notice under regulation 14A of the Limited Liability Partnership Regulations, 2018 (“the Regulations”)**

1. Take Notice that sub-regulation (2) of Regulation 14A of the Limited Liability Partnership Regulations 2018 (the “Regulations”) requires every partner of the LLP who is not the ultimate beneficial owner and holds at least one fourth rights or controlling interest in the LLP to submit a declaration to the LLP providing information and particulars of the ultimate beneficial owner(s), as defined in Regulations.

2. Clause (m) of sub-regulation (1) of regulation (2) defines an ultimate beneficial owner as a natural person who ultimately and effectively owns or controls a limited liability partnership through direct or indirect rights or who shares at least one fourth of the net profits and losses of the partnership.

3. Sub-section (3) of section 8 of the LLP Act, 2017 (the “Act”) specifies that any contravention or default in complying with the requirements of this section shall be an offence liable in case of a partner, designated partner or officer, to a fine which may extend to one million rupees.

4. Accordingly, in case you do not hold beneficial or controlling interest in the LLP yourself, please submit the following information about the ultimate beneficial owner(s) of the LLP, as defined in the Regulations, on whose behalf you are holding such interest, within fourteen days of the date of this notice in accordance with regulation 14A(2) of the Regulations, failing which the LLP will proceed in the matter without further notice as per the provisions of the Act and the Regulations:

1. Name
2. Father’s Name/Spouse’s Name
3. CNIC/NICOP/Passport no. alongwith date of issue (attach copy)
4. Nationality
5. Country of origin (in case of foreign national or dual national)
6. Usual residential address
7. Email address
8. Date on which rights or controlling interest acquired in the LLP
9. In case of indirect rights or controlling interest being exercised through intermediate holding LLPs, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Legal form (Company/LLP/Partnership Firm/Trust/Any other body corporate (to be specified)) | Date of incorporation/ registration | Name of registering authority | Business Address | Country | Email address | Percentage of rights or controlling interest of UBO in the legal person or legal arrangement | Percentage of rights or controlling interest of legal person or legal arrangement in the LLP | Identity of natural person who ultimately owns or controls the legal person or arrangement |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) |
|  |  |  |  |  |  |  |  |  |  |

1. Any other information incidental to or relevant to enable the LLP to evaluate this matter.

Name & signature

(Person authorized to issue notice on behalf of the LLP)