

How to Register a Limited Liability Partnership

The following instructions deal only with the administrative steps that must be taken with the Companies Office of Manitoba Consumer and Corporate Affairs and with the Institute.

Companies Office forms should be obtained directly from the Companies Office.

STEP 1 - Reserve a name with the Companies Office of Manitoba Finance.

- Under the legislation, the name must include the words "Limited Liability Partnership" or "LLP".
- You must file a Request for Name Reservation with the Companies Office at 1010 - 405 Broadway Avenue along with their filing fee. You may also request the name reservation over the Internet at <http://www.companiesoffice.gov.mb.ca/>. The Companies Office policy provides that if the name reservation is received before 3:00 p.m. one day, the name will be either approved or rejected by 3:00 p.m. the next working day.
- The name, once approved, will be reserved for 90 days. The name reservation can be renewed by filing another Request for Name Reservation.
- If you wish, you can ask the Institute to approve your name before filing the Request for Name Reservation or you may wait until after the name has been reserved by the Companies Office.

STEP 2 - Obtain confirmation of eligibility to practice as an LLP from the Institute.

- Obtain a Certificate of Insurance from your professional liability insurance provider. The certificate should state:
 - names of the Manitoba partners covered
 - amount of coverage
 - amount of deductible
 - expiry date of insurance
- File the Certificate of Insurance together with the [Confirmation of Eligibility to Practice as a Limited Liability Partnership](#) with the Institute. The date of the Certificate of Insurance should not pre-date the date of the application for confirmation of eligibility by more than 14 days.

The Companies Office will not proceed with the registration of the LLP (Step 3) until you provide the confirmation of eligibility from the Institute.

- If your insurance arrangements are such that your firm is not able to provide a Certificate of Insurance, you may provide a declaration from the Manitoba managing partner that alternate



reserves are maintained by the Manitoba partners sufficient to meet the mandatory professional liability insurance coverage required by the bylaws and regulations of the Institute.

- If the partners of the LLP include professional corporations, you must include the names of the professional corporations in the list of Manitoba partners as well as indicate the names of the members who are the voting shareholder(s) of those professional corporations. The application for confirmation of eligibility must be signed by a member who is a director of the professional corporation and not by the professional corporation.

STEP 3 - File the registration form.

- File the "Registration of a Limited Liability Partnership Form" and the related filing fee with the Companies Office.

STEP 4 - Notify the Institute that you have completed the filing requirements with the Companies Office.

- Advise the Institute that you have completed the registration process upon receipt of approval of the firm's registration from the Companies Office.