

**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.

**Form Required**

Request for Name Reservation

**Filing Fee**

\$45.00

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**

**Form Required (in duplicate)**

[Change in a Limited Liability Partnership](#)

**Filing Fee**

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”.
- Forms must be filed in duplicate on single-sided 8 ½ x 11 white paper. **Note:** we do not accept double-sided forms.
- 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.

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**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**, please complete and return the [payment options](#) form with your signed documents.

**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](mailto:companies@gov.mb.ca)

**Website:** <http://www.companiesoffice.gov.mb.ca>

**Hours:** 8:30 – 4:00 Monday to Friday