

How to Change the Name of your Limited Liability Partnership (LLP) to Include Chartered Professional Accountants (October 2015)

The following instructions deal only with the administrative steps that must be taken with CPA Manitoba and the Companies Office of Entrepreneurship Manitoba to change the name of your LLP from a legacy name to include "Chartered Professional Accountants". Any other name change request must be filed using the standard firm approval process and forms. Companies Office forms must be obtained directly from the Companies Office.

STEP 1 - Obtain approval from CPA Manitoba to change your LLP name.

- Under the legislation, the public practice firm names must include the words "Chartered Professional Accountants" and "Limited Liability Partnership" or "LLP", in that order.
- Under Bylaw 803,
 - public accounting services firms **may** change their firm names or descriptive styles to include the words "Chartered Professional Accountant(s)" starting September 1, 2015 and the change **must be made** not later than March 31, 2017; and
 - other regulated services firms **may** change their firm names or descriptive styles to include the words "Chartered Professional Accountant(s)" starting September 1, 2015, **provided that** the firm is not a legacy professional corporation. Legacy professional corporations that do not provide public accounting services must deregister as "professional corporations" and change their names to exclude any reference to either a legacy designation or "Chartered Professional Accountant(s)".
- File the [REQUEST FOR APPROVAL OF LIMITED LIABILITY PARTNERSHIP NAME CHANGE](#) with CPA Manitoba. The Companies Office will not proceed with the name change for the LLP until you provide the signed REQUEST FOR APPROVAL OF LIMITED LIABILITY PARTNERSHIP NAME CHANGE from CPA Manitoba.
- If we do not have a current declaration or other confirmation as to professional liability insurance coverage on file, we will ask you to provide a Certificate of Insurance from your insurance provider.
- 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 [REQUEST FOR APPROVAL OF LIMITED LIABILITY PARTNERSHIP NAME CHANGE](#) must be signed by a member who is a director of the professional corporation and not by the professional corporation.

STEP 2 - Reserve the new name with the Companies Office

- The Companies Office requires a name reservation for these name changes. There is a fee of \$45 for this reservation request:
 - You may go their website to complete and submit the forms at:
<https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.
 - Alternatively, you may complete the forms on paper and submit either prior to, or with, the other required documents (Step 3). Those forms are available at:
<http://www.companiesoffice.gov.mb.ca/forms/namersrv.pdf>

STEP 3 - Obtain and complete the required Companies Office forms.

- In addition to the signed [REQUEST FOR APPROVAL OF LIMITED LIABILITY PARTNERSHIP NAME CHANGE](#), the Companies Office will need a Change in Limited Liability Partnership form. There is no fee for this name change. These forms must be originals and are filed in duplicate.
- The links to the form and instructions are below:

http://www.companiesoffice.gov.mb.ca/forms/llp_change.pdf
http://www.companiesoffice.gov.mb.ca/instruction_sheets/llp_change_e.pdf
- If your firm is an extra-provincially registered LLP (originating from outside of Manitoba but with a Manitoba office), you may use the same forms to change its name.
- You may request an effective date of change up to 30 days in advance, for example, for an effective date of September 1, you may file no earlier than August 3.

STEP 4 - File the registration forms with the Companies Office.

- File the [REQUEST FOR APPROVAL OF LIMITED LIABILITY PARTNERSHIP NAME CHANGE](#) and the forms required by the Companies Office with the Companies Office.

STEP 5 - Notify CPA Manitoba that your name change has been approved.

- Advise CPA Manitoba that you have completed the registration process upon receipt of approval of the firm's name change from the Companies Office. You may send the confirmation by e-mail to [Effie Siguenza](mailto:Effie.Siguenza).