

Further information

If you would like further information on our Limited Liability Partnership offering please contact us:

Richard Phillips – Partner
T: 020 7842 3335
E: richard.phillips@mablaw.com

Emma Cameron – Associate
T: 01923 690038
E: emma.cameron@mablaw.com

London
85 Fleet Street, London, EC4Y 1AE
Tel: 020 7936 4600 Fax: 020 7842 3300

Milton Keynes
401 Grafton Gate, Milton Keynes, Buckinghamshire, MK9 1AQ
Tel: 01908 687880 Fax: 01908 687881

Watford
21 Station Road, Watford, Hertfordshire, WD17 1HT
Tel: 01923 202020 Fax: 01923 215050

For more information on our services and how we can help you please visit us at: www.mablaw.com

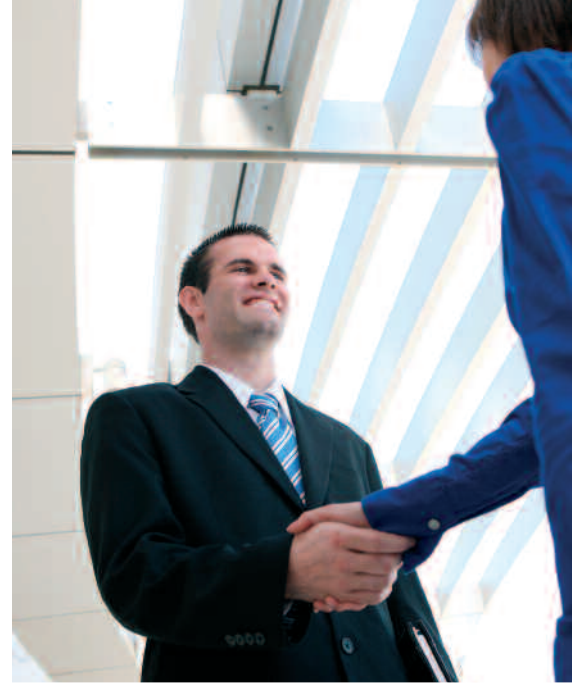
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All prices correct at date of printing, but subject to review.

As well as advising on LLPs, we can help with all types of partnerships whether they are new partnerships or long standing ones.

Our team of experts are able to draw on the experience they have gained from advising numerous LLPs (as well as during our own conversion) in order to provide you with robust solutions to any legal and practical problems you might face.



Matthew Arnold & Baldwin LLP

Limited Liability
Partnership Packages



PACKAGE 1 – INITIAL EXPLANATION AND SEMI-BESPOKE ANALYSIS OF PROS AND CONS OF CONVERSION

A review of your organisation and advice on “Converting to a LLP” – Why now?:

- half a day’s workshop at your offices to include an explanation of what a LLP is, how LLPs differ from partnership, reporting and statutory filing requirements, general pros and cons and basic tax benefits/differences;
- an initial review of your business and an initial report on the pros and cons of converting; and
- an initial report and explanation of the taxation and accountancy aspects of LLPs.

COST (excl. VAT) – **£850**

PACKAGE 2 – PRACTICAL ASSISTANCE PACK

A guidance pack produced by our specialist LLP conversion team to cover a complete step by step guide to converting to a LLP and what you need to consider. To include:

- producing a timetable – plotting the critical path;
- reviewing existing documents;
- advice on practical issues – stationery & signage;
- banking – advice and assistance with liaising with banks and other funders;
- lease issues – advice and assistance with liaising with landlord;
- IT – advice and assistance in updating websites, email footers, adding automatic reminders to update following the conversion date;
- guidance in the preparation and use of new marketing materials together with destruction of old marketing materials;
- insurance (including professional indemnity); and
- guidance on staff and employee issues.

COST (excl. VAT) – **£400**

Written outline guidance information only.

COST (excl VAT) – **£1,500 – £3,500**

Consultation on above issues (to include provision of written outline guidance information).

PACKAGE 3 – LEGAL DOCUMENTATION

Preparation of standard legal documents to include:

- LLP agreement (to include an initial questionnaire and the preparation of a first draft);
- business transfer agreement;
- third party notifications;
- other template ancillary documents as required

COST (excl. VAT) – **£2,000 - £2,500**

+ any additional time spent on amendments to the first draft of the LLP agreement (charged at £275 per hour exd VAT).

PACKAGE 4 – REGULATORY & COMPLIANCE ASSISTANCE

One-to-one guidance and support on regulatory issues on a LLP conversion to include:

- dealing with professional bodies;
- advice and guidance on requirements for letterheads, website, emails etc;
- review and re-draft of engagement letters/terms and conditions of business;
- client notifications – draft letter to clients re: LLP conversion;
- advice and assistance with staff consultations; and
- professional indemnity.

COST (excl. VAT) – **£400**

(£200 if purchased in conjunction with Package 2)
Written outline guidance information only.

COST (excl VAT) – **£1,500 – £3,500**

Consultation on above issues (to include provision of written outline guidance information).

Our Limited Liability Partnership packages are designed to enable you to pick and choose only those packages that you require without needing to instruct us to complete the whole process on your behalf, unless of course you just want to handover the management of the entire process to us in which case we would be more than happy to help.

PACKAGE 5 – CONSULTATION ONLY

Initial consultation over the telephone or in person from one of our specialists.

COST (excl. VAT) – **£275 per hour**

PACKAGE 6 – COMPLETE LLP PACKAGE

A complete bespoke guidance, consultation and advice service for your organisation to include all of the services covered by packages 1-5 above as well as one-to-one support from our specialist LLP conversion team. The package envisages our specialist LLP conversion team carrying out the entire conversion process on your behalf and will include the following services:

- a review of your organisation and advice on “Converting to a LLP” – Why now?;
- a half day workshop to be held at your offices to include an explanation of what a LLP is, how LLPs differ from partnerships, reporting and statutory filing requirements, general pros and cons and basic tax benefits/differences;
- producing a timetable – plotting the critical path;
- review of existing documents;
- advice on practical issues – stationery & signage;
- advice on dealing with regulatory and compliance issues;
- banking;
- lease issues;
- professional indemnity;
- tax and accounting issues;
- review and re-draft of engagement letters/terms and conditions of business;
- client notifications – draft letter to clients re: LLP conversion;
- advice and assistance on staff consultations;
- third party notifications and consents; and
- 5 hours post LLP conversion support and guidance.

COST – To be confirmed

Based on individual circumstances.