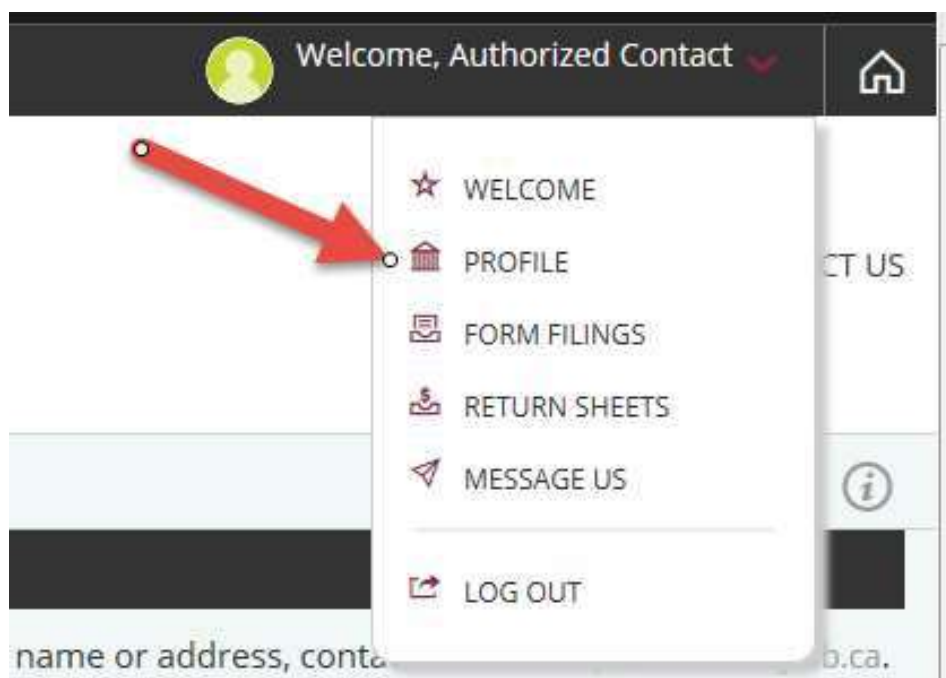


## Limited Liability Partnership Certificate Renewal Process - Firm Administrator

Please follow the process steps outlined in this User Guide to renew your Limited Liability Partnership Certificate.

- Log into the [Lawyer Portal](#) using your Firm ID and password
- Expand the *Welcome* dropdown menu
- Select *Profile*



The LLP renewal form is accessed via the LLP Renewal tab. **Please note the LLP Renewal form must be completed before certifying immediate payment of the renewal invoice.**



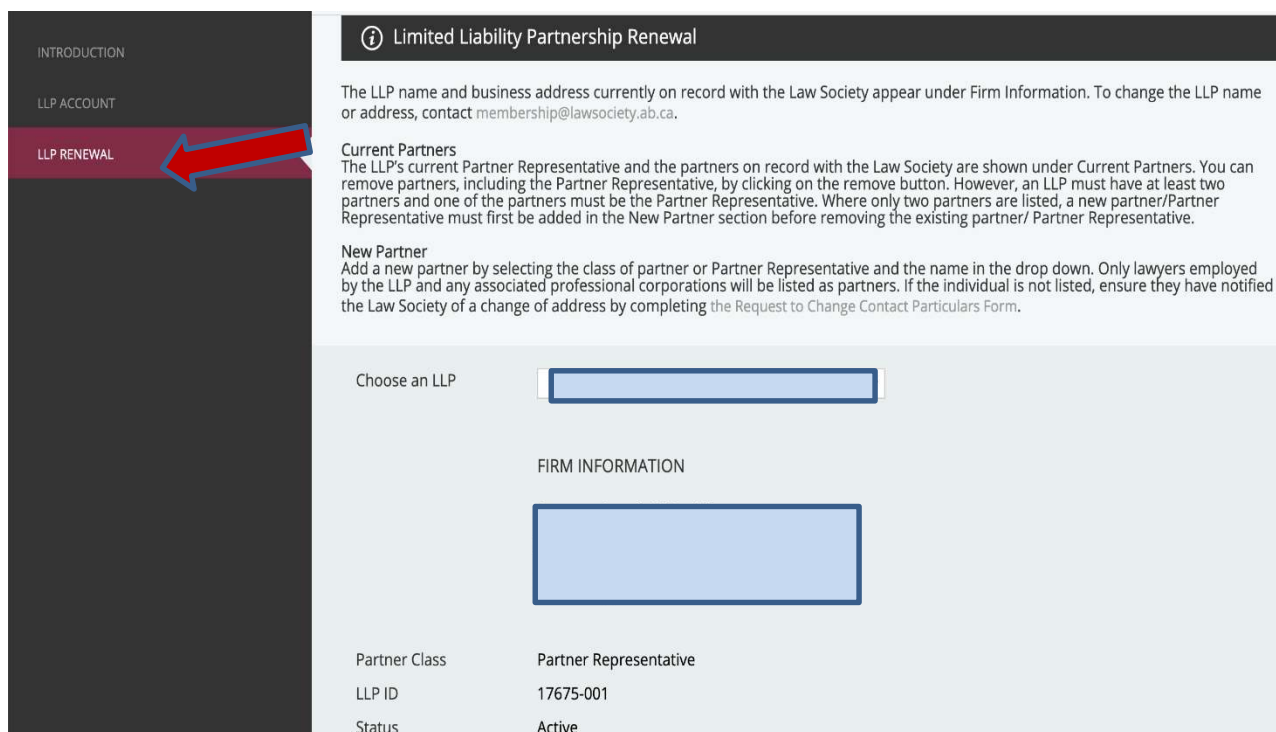
**i Limited Liability Partnership Renewal**

The LLP name and business address currently on record with the Law Society appear under Firm Information. To change the LLP name or address, contact [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

**Current Partners**  
The LLP's current Partner Representative and the partners on record with the Law Society are shown under Current Partners. You can remove partners, including the Partner Representative, by clicking on the remove button. Alberta LLP's must maintain a minimum of two partners; an Extra -Provincial LLP must maintain at least one partner, which must be a Partner Representative. Where only two partners are listed, a new partner/Partner Representative must first be added in the New Partner section before removing the existing partner/ Partner Representative.

**New Partner**  
Add a new partner by selecting the class of partner or Partner Representative and the name in the drop down. Only lawyers employed by the LLP and any associated professional corporations will be listed as partners. If the individual is not listed, ensure they have notified the Law Society of a change of address by completing the [Request to Change Contact Particulars Form](#).

The LLP address and contact information will be displayed on the renewal tab. Any changes to contact information or the LLP name must be submitted via email to [Membership Services](#).



**i Limited Liability Partnership Renewal**

The LLP name and business address currently on record with the Law Society appear under Firm Information. To change the LLP name or address, contact [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

**Current Partners**  
The LLP's current Partner Representative and the partners on record with the Law Society are shown under Current Partners. You can remove partners, including the Partner Representative, by clicking on the remove button. However, an LLP must have at least two partners and one of the partners must be the Partner Representative. Where only two partners are listed, a new partner/Partner Representative must first be added in the New Partner section before removing the existing partner/ Partner Representative.

**New Partner**  
Add a new partner by selecting the class of partner or Partner Representative and the name in the drop down. Only lawyers employed by the LLP and any associated professional corporations will be listed as partners. If the individual is not listed, ensure they have notified the Law Society of a change of address by completing the [Request to Change Contact Particulars Form](#).

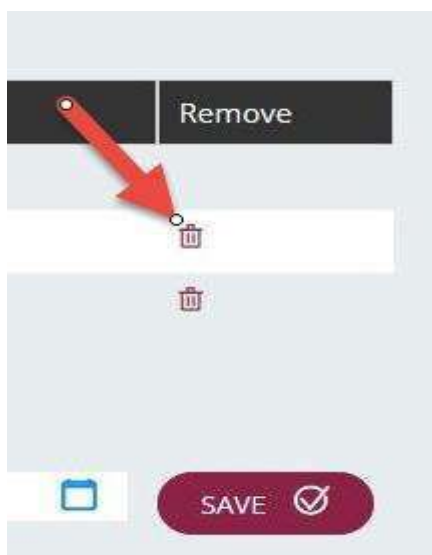
Choose an LLP

**FIRM INFORMATION**

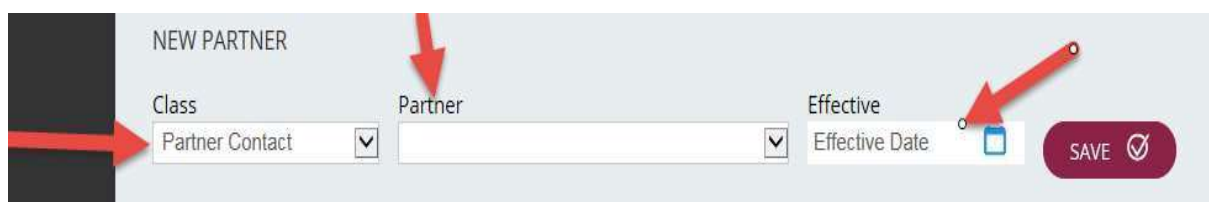
Partner Class	Partner Representative
LLP ID	17675-001
Status	Active

Note: Current partners of the LLP will be displayed. A new Partner Representative must be added, and the previous Partner Representative will automatically be expired.

- Firm Administrators can make changes to the existing partners by adding or removing.
- To remove a Partner Contact or Partner select the trash can icon under the *Remove* Column.



- To add a new partner, select the partner class from the *Class* drop-down menu, the partners name from the *Partner* drop-down menu, select a date from the calendar icon, and save.



Note: The *Partner* drop-down list is populated with the LLP's current employees and their Professional Corporations. If the lawyer is not listed in the drop-down, contact [Membership](#).

Adding or removing partners may result in a change to the invoiced amount. Once the renewal is certified and confirmed, the invoice will re-calculate based on the new partner count.

**Once the renewal has been certified and confirmed, the renewal invoice will not re- calculate with the addition or removal of partners.**

**LLP Partner Requirements:**

- There must be one Partner Representative.
- Alberta LLPs must maintain a minimum of two partners.
- Extra-Provincial LLPs must maintain at least one partner, which must be the Partner Representative.
- In the instance that both the Partner Representative and Partner of the LLP are Professional Corporations, a Partner Contact must be selected. Please note that the Partner Contact will not be included in the partner count for the invoice.
- To be a Partner or Partner Representative in an LLP, you must hold active status with the Law Society of Alberta.

**RENEWAL APPLICATION FOR 2023 (FORM 10-3)**

1. The applicant who is confirming this application is authorized by the LLP to do so.
2. The LLP continues to be registered with the Province of Alberta as an Alberta LLP pursuant to Part 3 of the *Partnership Act*.
3. Each of the partners is a member of the Law Society of Alberta, is entitled to practice in Alberta, and is indemnified for the practice of law in Alberta.
4. The partnership will inform the Executive Director of the Law Society of Alberta of any additions to or deletions from the list of partners in the partnership, and will do so before or immediately after the addition or deletion takes place.

I certify to the best of my knowledge all information contained in this Renewal Application is true and correct.

**SUBMIT****PRINT**



- Once the renewal form is complete, click *Submit* to certify all information. You will be re-directed to the *Firm Account* tab to certify your renewal invoice. Payment can be made using Electronic Bill Payment (EBP), the Account Number is listed on your invoice. Your certificate will be available once your annual renewal has been confirmed, and the Law Society has received and processed your payment.

### Outstanding Fees

Review your Invoice for completeness, choose a Payment Method and follow the instructions to complete your payment.

Invoice	Date
590476	Nov-12-2020

Qty	Description	Amount	Total
45	Limited Liability Partnership Renewal Fee (80.00 x 45)	80.00	3,600.00
		Sub Total	3,600.00
		GST 5%	180.00
		Total	3,780.00

#### CHOOSE YOUR PAYMENT METHOD

☒ Electronic Bill Payment (EBP)

#### TERMS AND CONDITIONS

##### Terms & Conditions

The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's *Legal Profession Act*.

Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

#### ACCEPTANCE OF TERMS

By clicking I Accept, I agree to all the terms and conditions.

I ACCEPT 

DECLINE 



(1470) If you wish to continue, click I Certify. Select Cancel to return to the main account page.

Invoice	Date	Payee	Account Number
590476	Nov-12-2020	Law Society of Alberta	4582001

Qty	Description	Amount	Total
45	Limited Liability Partnership Renewal Fee (80.00 x 45)	80.00	3,600.00
		Sub Total	3,600.00
		GST 5%	180.00
		Total	3,780.00

#### PAY BY ELECTRONIC BILL PAYMENT (EBP)

Allow 3-5 business days from the date of payment for processing.

#### Certification

By clicking I certify, I have or I will, remit payment to the Law Society of Alberta immediately and I acknowledge that my failure to do so may result in further action being taken by the Law Society as deemed necessary.

I CERTIFY 

CANCEL 



(1486) You have certified you will make this payment immediately by online banking. Visit your banks website, select "Law Society of Alberta" as the Payee and use your Account Number shown below.

Invoice	Date	Payee	Account Number
590476	Nov-12-2020	Law Society of Alberta	4582001

Qty	Description	Amount	Total
45	Limited Liability Partnership Renewal Fee (80.00 x 45)	80.00	3,600.00
		Sub Total	3,600.00
		GST 5%	180.00
		Total	3,780.00
<b>Payments</b>			
		Balance Due	3,780.00

PRINT 



Your renewal is not complete until payment is remitted. You will be responsible for monitoring your *LLP Account* and will have to log back in to obtain a copy of your LLP certificate and receipt.

If you would like a print friendly version of your certificate or renewal, or you would like to re-print a previous year, you can do so via the *LLP Renewal* tab under Renewal Application History.

#### RENEWAL APPLICATION HISTORY

	Year	Invoice ID	Amount	Status	Print Receipt	Print Certificate	Print Renewal
	2018	469754	955.50	PAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2017	434911	819.00	PAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2016	413353	756.00	PAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>