

**Form 703—General Information  
(Renewal of Registration of a Limited Liability Partnership)**

**The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. This form and the information provided are not substitutes for the advice and services of an attorney and tax specialist.**

**Commentary**

The registration of a limited liability partnership is effective until the first anniversary of the date of registration or a later effective date unless renewed under section 152.908 of the Texas Business Organizations Code (BOC). (BOC § 152.905(e)). This form may be used to renew the registration of a limited liability partnership prior to its expiration. When the renewal application is filed by the secretary of state, the registration is continued for one year after the date the registration would otherwise expire. Renewal applications submitted after expiration will not be accepted for filing and the limited liability partnership will be required to submit a new application for registration. Renewals should not be submitted earlier than 90 days prior to expiration.

The secretary of state is not required to send renewal notices to limited liability partnerships. Failure of the secretary of state to send notices or failure of a registrant to receive a notice does not extend the term of registration.

**Instructions for Form**

- **Item 1—Entity Name:** Set forth the name of the partnership as currently shown on the records of the secretary of state. The name must include the phrase “limited liability partnership” or an abbreviation of that phrase. If the partnership is a limited partnership, the name must comply with the requirements of section 5.055(a) of the BOC, and also must contain the phrase “limited liability partnership” or “limited liability limited partnership” or an abbreviation of one of those phrases. In processing a limited liability partnership registration renewal, the secretary of state *does not* review the name of the partnership, or a change of name of the partnership, to determine whether the name conforms with the entity name availability rules.
- **Item 2—Most Recent Date of Registration:** Provide the date of the most recent limited liability partnership registration or renewal of registration and the file number assigned by the secretary of state to that registration or renewal.
- **Item 3—Federal Employer Identification Number:** Enter the partnership’s federal employer identification number (FEIN) in the space provided. The FEIN is a 9-digit number (e.g., 12 3456789) that is issued by the Internal Revenue Service (IRS). If the partnership has not obtained a FEIN at this time, check the appropriate statement and leave the field blank. The partnership may file an amendment to the registration after it receives its FEIN number from the IRS.
- **Item 4—Number of Partners:** Provide the number of general partners in the partnership. (For purposes of completing the registration, section 153.352 of the BOC provides that the term "partners" refers to general partners only and does not include the limited partners in a limited partnership.) All general partnerships must have two or more general partners. *The secretary of state will not accept a registration on behalf of a general partnership that lists the number of partners as one.* A limited partnership must have one or more general partners and one or more limited partners. The filing fee will be calculated by multiplying the number of partners listed in item 4 by **\$200** per partner.

- **Item 5—Principal Office:** Set forth the street or mailing address of the principal office of the partnership. The address may be inside or outside of Texas as applicable.
- **Item 6—Statement of Partnership’s Business:** Set forth a brief statement of the partnership’s business or activity only if the business or activity of the partnership as stated in its initial registration or most recent renewal of registration has changed. The business or activity to be pursued in Texas may be stated to be “any lawful business or activity under the law of this state.”
- **Execution:** For a general partnership, the renewal must be signed by a majority-in-interest of the partners, or by one or more partners authorized by a majority-in-interest of the partners. For a limited partnership, any general partner may sign.

The renewal need not be notarized. However, before signing, please read the statements on this form carefully. *A person commits an offense under section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person’s intent is to harm or defraud another, in which case the offense is a state jail felony.*

- **Payment and Delivery Instructions:** The filing fee for renewal is **\$200** per general partner. To calculate the filing fee multiple the number of partners stated in the renewal by \$200. Fees may be paid by personal checks, money orders, LegalEase debit cards, or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

Submit the completed form in duplicate along with the filing fee. The form may be mailed to P.O. Box 13697, Austin, Texas 78711-3697; faxed to (512) 463-5709; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. If a document is transmitted by fax, credit card information must accompany the transmission (Form 807). On filing the document, the secretary of state will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed.

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