

## CHECKLIST FOR REGISTERING LIMITED LIABILITY PARTNERSHIPS WITH THE SECRETARY OF STATE

A DOMESTIC LIMITED LIABILITY PARTNERSHIP IS A BUSINESS THAT IS INCORPORATED IN THE STATE OF SOUTH CAROLINA. ALL BUSINESSES INCORPORATED IN OTHER STATES OR COUNTRIES ARE CONSIDERED A FOREIGN BUSINESS.

THE REGISTRATION AND CORRESPONDING WORKFLOW ARE NOT INTENDED TO BE A SUBSTITUTE FOR OR REPLACE THE ADVICE OF LEGAL COUNSEL. YOU MAY WISH TO CONSULT AN ATTORNEY TO DISCUSS THE LEGAL IMPLICATIONS OF YOUR CHOICE OF ENTITY AND THE FILING ITSELF.

THE SECRETARY OF STATE IS NOW REQUIRING ALL ATTACHMENTS (SIGNATURE SHEET AND FOR FOREIGN BUSINESSES, THE CERTIFICATE OF EXISTENCE) TO BE SCANNED AND ATTACHED TO THE APPLICATION. UNTIL THE SECRETARY OF STATE APPROVES THE REGISTRATION, NO CREDIT/DEBIT CARD OR ELECTRONIC FUNDS WITHDRAWAL WILL BE PROCESSED.

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If you are registering a limited liability partnership, you will need the following information:

- Type of business – Limited Liability Partnership (possibly taxed as a corporation)
- Residency of business – Domestic (SC) or foreign (outside of SC)
- Unique name of your corporation – have several choices available in case your desired name is already in use. **Note:** If you are an out-of-state LLP, you may need a fictitious LLP name if the LLP name is not unique in South Carolina
- Business in which the Limited Liability Partnership engages
- Certificate of Authority in SC if you are an out-of-state LLP from your current state (foreign only)
- Name of state or country under which it was incorporated, date of incorporation, and period of duration (foreign only)
- Address of principal office if not located in South Carolina (domestic only)
- Name and address of initial agent in South Carolina
- Delayed Effective Date (domestic only)
- Number of LLP partners (domestic only)

- Majority partner's name, percentage, and address of partnership. The majority partners must own more than 50% of the business
- Are professional services offered per South Carolina Statute
- Number of LLP partners (domestic only)
- Signatures of partners on the Signature Form, which can be printed from SCBOS, scanned and uploaded back SCBOS

#### LLP taxed as a Corporation (requiring a CL-1)

- Officers' name, address (must be a minimum of two)
- Federal Employer Identification Number (FEIN number)
- Industry Classification (NAICS Code)
- Physical, Mailing, and Records address for tax correspondence
- Business phone number and mailing address for tax correspondence
- Month tax year ends

#### Checkout

- Account Number and routing number (for electronic check payments – Electronic Funds Withdrawal) or credit/debit account number (for credit/debit card payments) and other applicable payment information

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You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through various topics associated with the SCBOS Web site.

Once you've had a chance to familiarize yourself with SCBOS, go to [www.scbos.sc.gov](http://www.scbos.sc.gov) and create a new user account by selecting the "Sign Up" link located in the top-right of the Home page. You must have a user account to apply, file, or pay.

Remember, you can always select the "Save and Stop" button to save your application and resume it later.