



# Filing Guide: How to file a Transition Application in Societies Online

*Please note:*

These materials provide general information only, and are not intended as a substitute for legal advice.

*Further information*

To access an electronic version of this guide, and to obtain other information and materials about the new *Societies Act*, please visit and bookmark the BC Registries and Online Services website at [www.gov.bc.ca/SocietiesAct](http://www.gov.bc.ca/SocietiesAct)

*December 2016*

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# Filing a Transition Application in Societies Online

The new *Societies Act* came into effect on November 28, 2016. Within two years of that date, **November 28, 2018**, every pre-existing society must file their Transition Application in Societies Online.

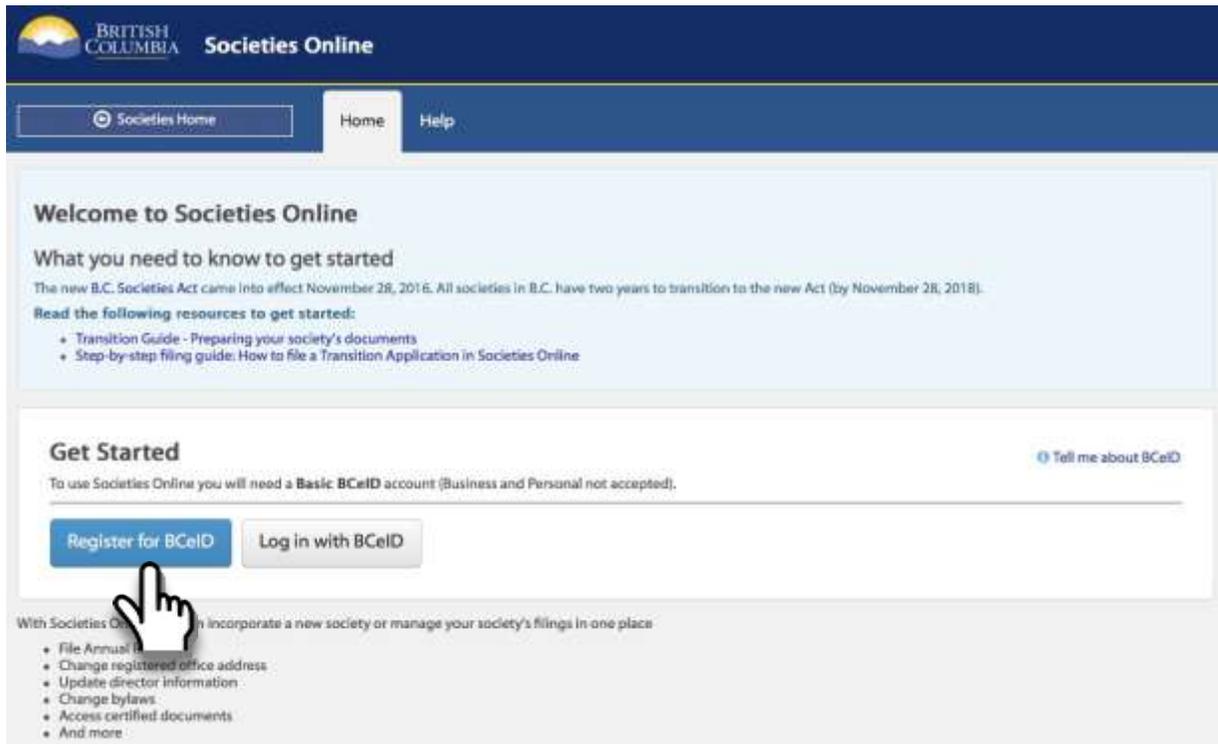
## What You Need to Know

Get the information you need before you complete the transition application:

- **Read the transition guide** to find out what your society needs to do to prepare.
  
- **Consider ordering a transition package** (\$40) if you need to know what bylaws and constitution are on file with the Corporate Registry. Even with the transition package documents, you will still need to create a complete, consolidated electronic version of your bylaws that can be uploaded to Societies Online.
  - ⚠ **You cannot upload the Transition Package as your Bylaws when filing the transition application.**
  
- **Have the society's onboarding notice and registry key.** Every society was mailed an onboarding notice containing a Registry Key (similar to a password). The Registry Key was sent to the registered office address on file with the Corporate Registry.
  - ⚠ **If your society did not receive an onboarding notice please contact us to receive your Registry Key: 1-877-526-1526**
  
- **Sign up for a Basic BCeID.** Anyone using Societies Online needs to have a Basic BCeID account. There are three different kinds of BCeID accounts: Basic, Personal, and Business. Each individual logging in to Societies Online will need their own **Basic BCeID** account.
  - When creating your Basic BCeID, avoid using the name of an organization (i.e., Law firm); a Basic BCeID belongs to the individual logging in and can't be shared.
  - A BCeID is different from the Registry Key provided in the onboarding letter sent to the society. The Registry Key belongs to the society. A BCeID account belongs to an individual.

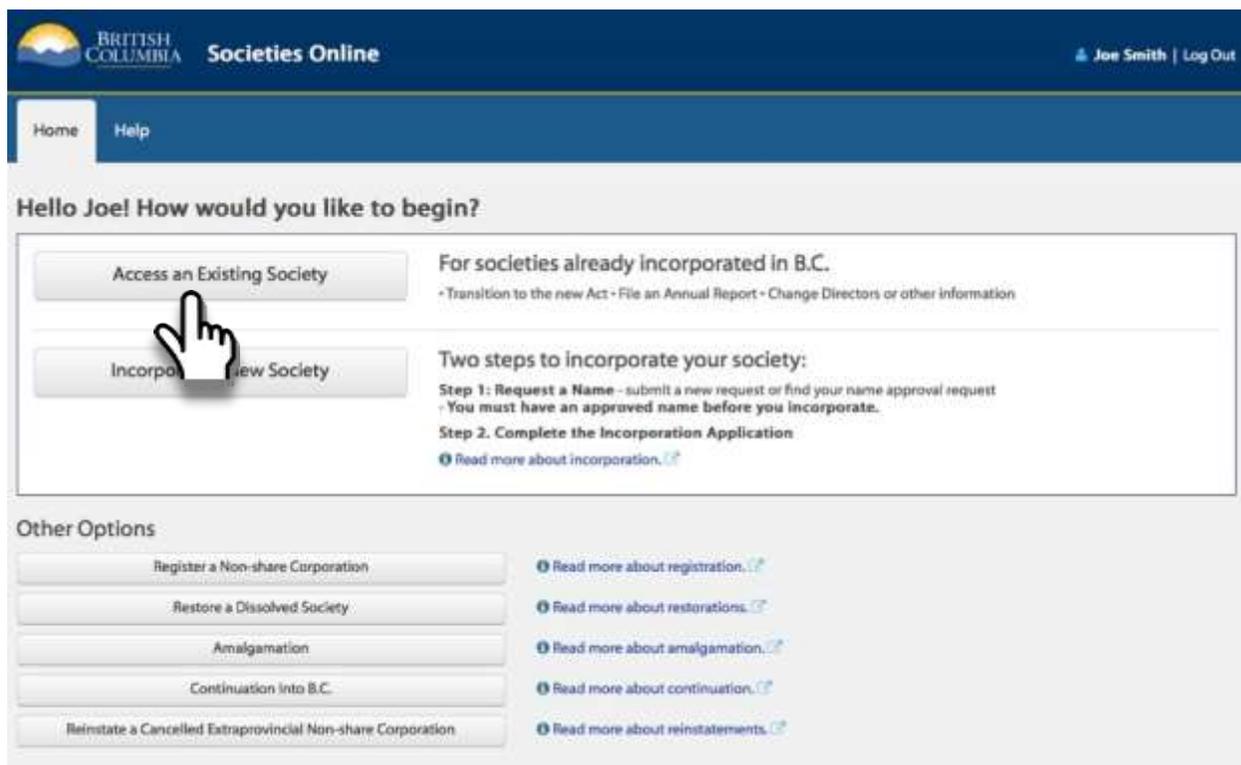
## Getting Started

1. Go to [www.gov.bc.ca/SocietiesOnline](http://www.gov.bc.ca/SocietiesOnline)
2. Click **Register for BCeID** to setup a free account. (If you have a Basic BCeID click **Log in with BCeID**)



The screenshot shows the 'Societies Online' homepage. At the top, there is a navigation bar with 'Societies Home', 'Home', and 'Help' buttons. Below this is a 'Welcome to Societies Online' section with a heading 'What you need to know to get started'. It mentions the new B.C. Societies Act and provides links to 'Transition Guide' and 'Step-by-step filing guide'. The 'Get Started' section is highlighted, showing two buttons: 'Register for BCeID' and 'Log in with BCeID'. A hand cursor is pointing at the 'Register for BCeID' button. Below the buttons, there is a list of services available through Societies Online, such as 'File Annual Report', 'Change registered office address', and 'Update director information'.

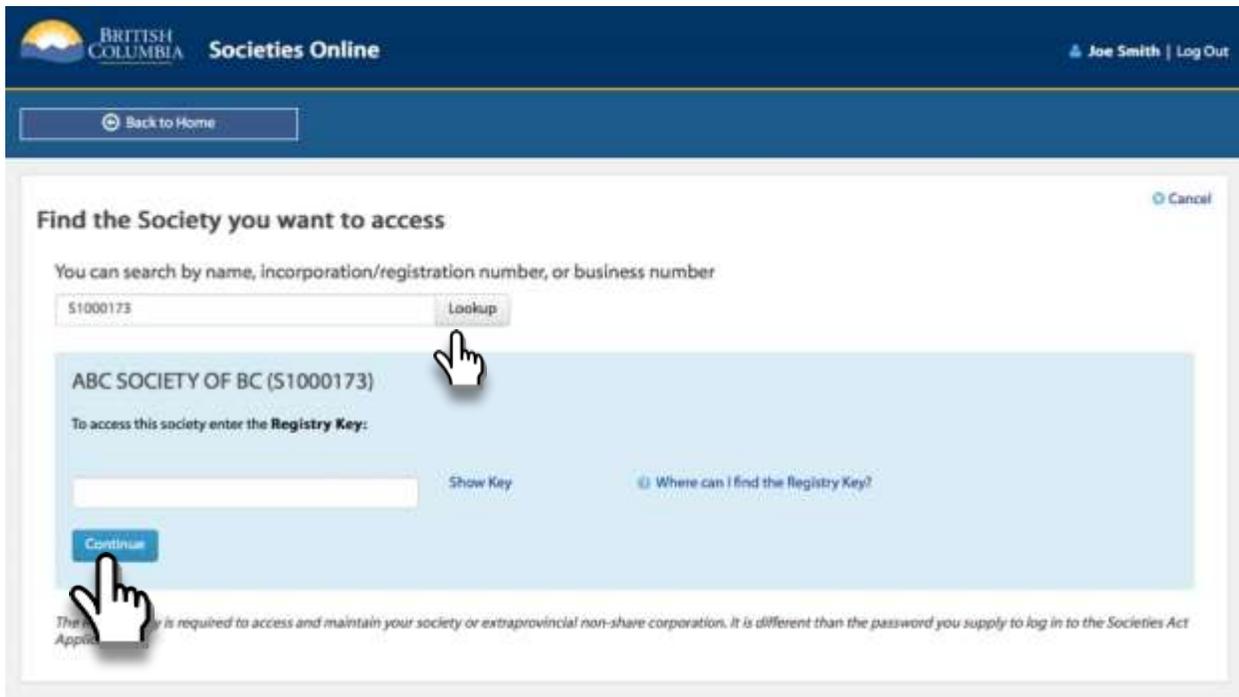
3. Click **Access an Existing Society**.



The screenshot shows the user interface after logging in as 'Joe Smith'. The 'Hello Joe! How would you like to begin?' section is prominent, featuring two main options: 'Access an Existing Society' and 'Incorporate a New Society'. The 'Access an Existing Society' button is highlighted with a hand cursor. To the right of this button, there is text explaining that for societies already incorporated in B.C., users can transition to the new Act, file an Annual Report, or change directors. Below this, the 'Incorporate a New Society' section outlines a two-step process: 'Request a Name' and 'Complete the Incorporation Application'. At the bottom, there is an 'Other Options' section with buttons for 'Register a Non-share Corporation', 'Restore a Dissolved Society', 'Amalgamation', 'Continuation into B.C.', and 'Reinstate a Cancelled Extraprovincial Non-share Corporation', each with a corresponding 'Read more' link.

4. Enter your **Society's Incorporation Number** or **Name**. (Minimum 5 characters required.)

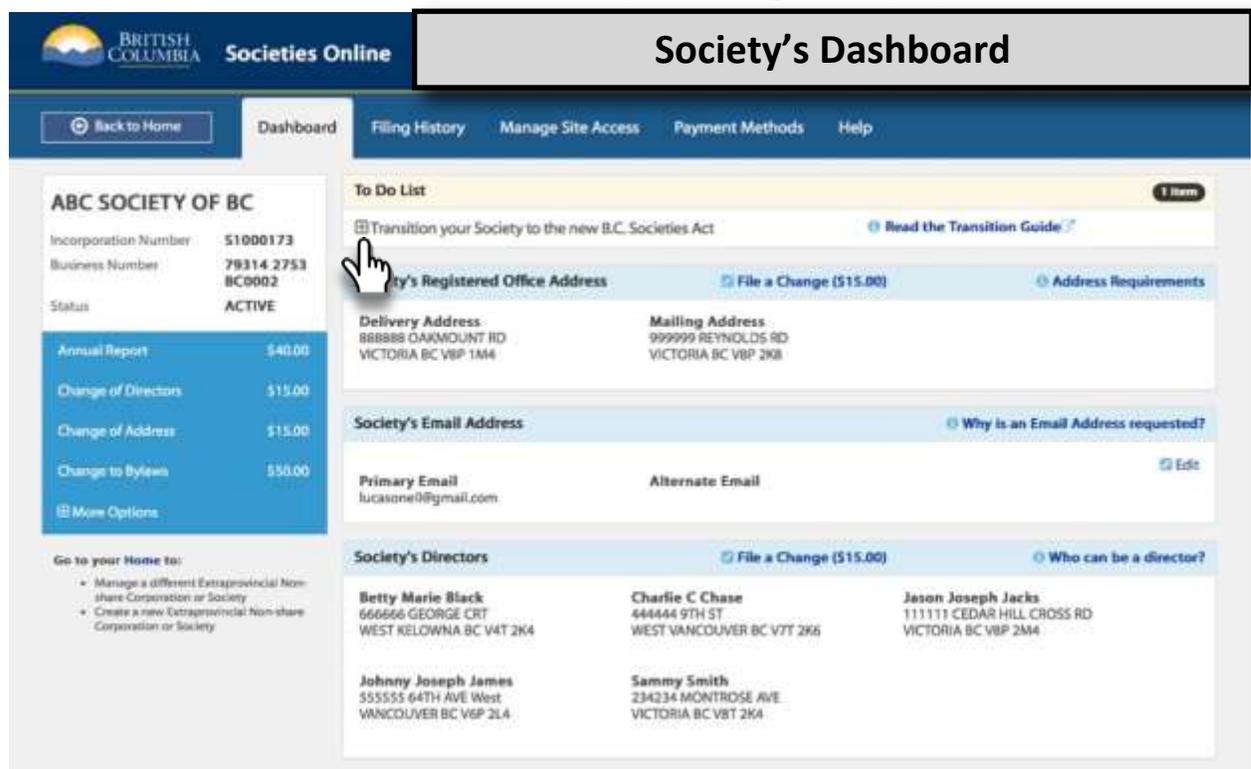
5. Click **Lookup**.



6. Enter the **Registry Key** for your society.

7. Click **Continue**.

Next, you will be on your society's **Dashboard**. The society's dashboard is where you can see all the information about the society, as well as submit filings to the Corporate Registry.



8. Click the **+** to open the **Transition Application** task from the **To Do** list.

When you expand the **+** next to the Transition Application task, you will see all of the required tasks, which can be completed in any order.

**⚠ Before you can complete the Transition Application, all overdue Annual Reports must be filed and your directors and registered office address must be up to date. Note: you can update your directors and registered address information as part of an Annual Report filing to reflect changes made at an Annual General Meeting; otherwise, a Notice of Change of Directors or Notice of Change of Address of Registered Office filing is required.**

9. Click **Enter your Society's Constitution**.

10. Enter the society's existing purposes, word for word, as they are currently filed with the Registry. Purposes cannot be changed as part of the transition process. Ensure that any additional provisions (including unalterable clauses) are moved to the society's bylaws.

11. Indicate if your society qualifies and wants to become a Member-funded society.

12. Click **Save as Complete**.

13. The Constitution step is now complete (indicated by a green checkmark). Click **View Draft Constitution** to confirm it is correct.

14. Now, click **Upload your Society's Bylaws**.

The screenshot shows the 'Societies Online' dashboard for 'ABC SOCIETY OF BC'. The user is logged in as 'Joe Smith'. The dashboard includes a navigation menu with 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. On the left, there's a sidebar with the society's details: Incorporation Number (S1000173), Business Number (79314 2753 BC0002), and Status (ACTIVE). Below this is a list of services and their fees: Annual Report (\$40.00), Change of Directors (\$15.00), Change of Address (\$15.00), and Change to Bylaws (\$50.00). The main 'To Do List' section has a yellow header and contains a task: 'Transition your Society to the new B.C. Societies Act'. It includes a deadline of November 26, 2018, and a note that overdue annual reports must be filed first. A list of tasks to be completed in any order is shown: 'View Your Society's Constitution' (checked), 'Upload Your Society's Bylaws' (highlighted with a hand cursor), and 'Confirm Registered Office Address & Directors'. Other options include 'View Draft Constitution' and 'Clear Filing'.

15. Click **Upload a complete set of bylaws**.

The screenshot shows the 'Upload Bylaws | Transition Application' page for 'ABC SOCIETY OF BC (S1000173)'. It features an 'IMPORTANT!' notice: 'Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry). Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.' Below this is a checkbox for 'Our society is amending its Bylaws on Transition.' The 'Upload a complete set of bylaws' option is selected and highlighted with a hand cursor. Underneath, it says 'Use Word or one of these file formats' and lists: .doc, .docx, .wpd, .rtf, and .pdf. On the right, there are links for 'What are the Bylaw Requirements?' and 'Accepted file formats'. At the bottom, there are 'Save as Complete' and 'Cancel' buttons.

**⚠** The document you upload must be a complete, consolidated electronic version – not a scanned copy (image) of the bylaws or the transition package.

ABC SOCIETY OF BC (S1000173)

Upload Bylaws | Transition Application

**IMPORTANT:**  
Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry).  
Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.

Our society is amending its Bylaws on Transition.

Date Special Resolution was passed:

2016-11-01

**Success!** Your bylaws have been uploaded and converted to a PDF.  
Keep a copy of the file you uploaded so you can use it to make future changes.

Bylaw:  
Your bylaw document is available here as PDF  
(original name: ABC Bylaws.docx)

Delete

Save as Complete

Cancel



What are the Bylaw Requirements?

Accepted file formats

1. Only tick the checkbox if your society is amending its Bylaws on Transition. (Unalterable clauses cannot be amended at this time.)
2. Enter the date that the Special Resolution was passed to authorize the change to the bylaw(s).

 Amending your society's bylaws on transition requires a special resolution of the members. The set of bylaws uploaded must contain any unalterable clauses that the society had in its constitution. Please refer to the Transition Guide for more information about amending bylaws and unalterable clauses.

16. Click **Save as Complete**.

**For best results, save/convert your bylaws to a PDF.** In some instances, the numbering of your bylaws may change if you use other formats. **We suggest you view your draft bylaws before you submit.** Accepted file formats are: .pdf, .doc, docx, wpd, .txt, .rtf

17. The bylaws are now uploaded. Click **View Draft Bylaws** to confirm they are correct.

18. Click **Confirm Registered Office Address & Directors**.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

**ABC SOCIETY OF BC**  
Incorporation Number: S1000173  
Business Number: 79314 2753 BC0002  
Status: ACTIVE

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$30.00

More Options

Go to your Home too:  
Manage a different Extraprovincial Non-share Corporation or Society

**To Do List** (1 item)

- Transition your Society to the new B.C. Societies Act  
Societies must complete the Transition Application by November 28, 2018.  
All overdue Annual Reports must be filed prior to completing the Transition Application.
- Read the Transition Guide
- About the Transition Application
- Do I need a transition package?

The tasks below can be completed in any order

- View Your Society's Constitution
- View Your Society's Bylaws
- Confirm Registered Office Address & Directors
- Submit
- View Draft Constitution
- View Draft Bylaws
- Clear Filing

Society's Registered Office Address File a Change (\$15.00) Address Requirements

19. Review your Registered Office and Directors information. Update the society's email address, if required.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

### ABC SOCIETY OF BC (S1000173)

Confirm Registered Office Address & Directors | Transition Application

**Registered Office Address**

**Delivery Address**  
88888 OAKMOUNT RD  
VICTORIA BC V8P 1M4

**Mailing Address**  
999999 REYNOLDS RD  
VICTORIA BC V8P 2K8

**Society's Email Address**

Primary Email Address \*  
abc@gmail.com

Alternate Email Address:

**Directors**

<b>Betty Marie Black</b> 66666 GEORGE CRT WEST KELOWNA BC V4T 2K4	<b>Charlie C Chase</b> 44444 9TH ST WEST VANCOUVER BC V7T 2K6	<b>Jason Joseph Jacks</b> 11111 CEDAR HILL CROSS RD VICTORIA BC V8P 2M4
<b>Johnny Joseph James</b> 55555 64TH AVE West VANCOUVER BC V6P 2L4	<b>Sammy Smith</b> 234234 MONTROSE AVE VICTORIA BC V8T 2K4	

Save as Complete Cancel

20. Click **Save as Complete**.

**⚠** If you need to update your directors or registered office address, file a **Change of Directors** or **Change of Address** first before you complete this step. You may exit the Transition Application to make these filings, then return to the Transition Application without losing the information you have entered.

21. Click **Submit**.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

### ABC SOCIETY OF BC

Incorporation Number: S1000173  
Business Number: 79314 2753 BC0002  
Status: ACTIVE

**To Do List** (1 Item)

Transition your Society to the new B.C. Societies Act  
Societies must complete the Transition Application by November 28, 2018.  
All overdue Annual Reports must be filed prior to completing the Transition Application.

The tasks below can be completed in any order

View Your Society's Constitution	✓	View Draft Constitution
View Your Society's Bylaws	✓	View Draft Bylaws
Confirm Registered Office Address & Directors	✓	
Submit		Clear Filing

Society's Registered Office Address File a Change (\$15.00) Address Requirements

22. Confirm the **filing certification**.
23. Choose the **Delivery Method** for receipt of your society's documents.
24. Click **Submit**.

**BRITISH COLUMBIA Societies Online** Joe Smith | Log Out

### ABC SOCIETY OF BC (S1000173)

#### Finalize & Pay | Transition Application

##### Summary Transition Filing

Constitution: [View / Edit Constitution](#)

Bylaws: [View / Edit Bylaws](#)

Date of Special Resolution: November 01, 2016

Registered Office Address: [View/Edit Society's Email Address](#)

Directors:

#### Payment

There are no fees for a Transition filing. \$0.00

**Total: \$0.00**

[Submit](#) [Cancel](#)

##### Certification

I, Joe Smith, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

**Note:** It is an offence to make a false or misleading statement in respect of a material fact in a record submitted to the Corporate Registry for filing. See section 223 of the Societies Act.

##### Choose the Delivery Method for the Certified Documents [What are my options?](#)

We will download and print our certified documents from the Filing History tab.

Send our society the certified documents by:

Society's receipt and certified documents are saved to your Filing History and can be viewed and printed any time.

25. Your **Transition Application** has now been filed with the Corporate Registry.

**BRITISH COLUMBIA Societies Online** Joe Smith | Log Out

[Back to Home](#) | [Dashboard](#) | [Filing History](#) | [Manage Site Access](#) | [Payment Methods](#) | [Help](#)

#### ABC SOCIETY OF BC

Incorporation Number: **S1000173**

Business Number: **79314 2753 BC0002**

Status: **ACTIVE**

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$50.00

[More Options](#)

**Go to your Home to:**

- Manage a different Extraprovincial Non-share Corporation or Society
- Create a new Extraprovincial Non-share Corporation or Society

#### Messages 1 Item

**Transition Application Complete.** ←

Certified documents are available under the Filing History tab.

#### Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)

<b>Delivery Address</b> 88888 OAKMOUNT RD VICTORIA BC V8P 1M4	<b>Mailing Address</b> 999999 REYNOLDS RD VICTORIA BC V8P 2K8
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#### Society's Email Address [Why is an Email Address requested?](#)

<b>Primary Email</b> abc@gmail.com	<b>Alternate Email</b>
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#### Society's Directors [File a Change \(\\$15.00\)](#) [Who can be a director?](#)

<b>Betty Marie Black</b> 66666 GEORGE CRT WEST KELOWNA BC V4T 2K4	<b>Charlie C Chase</b> 44444 9TH ST WEST VANCOUVER BC V7T 2K6	<b>Jason Joseph Jacks</b> 11111 CEDAR HILL CROSS RD VICTORIA BC V8P 2M4
-------------------------------------------------------------------------	---------------------------------------------------------------------	-------------------------------------------------------------------------------

26. Next, click on **Filing History** to see your filings and access your certified documents.

The screenshot shows the 'Filing History' page for the 'ABC SOCIETY OF BC'. The page includes a navigation bar with 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. The 'Filing History' tab is selected, and a hand cursor is pointing to it. On the left, there is a sidebar with the society's details: Incorporation Number 51000173, Business Number 79314 2753 BC0002, and Status ACTIVE. Below this are options for 'Annual Report' (\$40.00), 'Change of Directors' (\$15.00), 'Change of Address' (\$15.00), and 'Change to Bylaws' (\$50.00). The main content area is titled 'Filings' and contains a table with the following data:

Filing	Date Filed (Pacific Time)	Details	View Documents
Transition Application	Nov 23, 2016 04:01 PM	Filed By: Joe Smith Special Resolution Date: Nov 01, 2016	Constitution Bylaws Statement of Directors and Registered Office Transition Application Receipt
2012 BC Annual Report AGM: Dec. 31, 2012	Nov 03, 2016 01:06 PM	Filed By: Registry Staff If Registered Office was changed, effective date: Jan 01, 2013 12:01 AM	Annual Report Receipt
Correction - Put Back On	Sep 26, 2011 09:40 AM	View Detail Filed By: Registry Staff	Available on paper only
Ordinary Resolution - Voluntary Dissolution	Sep 14, 2011 04:27 PM	Filed By: Registry Staff	Available on paper only
Notice of Change of Address	Sep 12, 2011 03:24 PM	Filed By: Registry Staff Effective: Sep 13, 2011 12:01 AM	Available on paper only
Incorporate a Society	Sep 02, 2011 09:56 AM	Filed By: Registry Staff	Available on paper only

At the bottom of the table, it says 'Showing 1 to 6 of 6 entries' and there are 'Previous' and 'Next' buttons.

All of your certified documents are in the filing history. You can access them here anytime.

## More Resources

Please visit [www.gov.bc.ca/societies](http://www.gov.bc.ca/societies)

To speak to us, please call 1- 877-526-1526