



MAINTAINING YOUR EXTRAPROVINCIAL COOPERATIVE ASSOCIATION

The *Cooperative Association Act* requires all extraprovincial cooperative associations to file information about the association with the Corporate Registry office. These filings are:

ANNUAL REPORT (Form 4) FILING FEE \$30.00

A cooperative association registered extraprovincially in British Columbia must file an annual report each year within two months after the association's anniversary date of registration in British Columbia.

NOTICES OF CHANGE TO BE FILED FILING FEE \$20.00 (EACH CHANGE)

An extraprovincial cooperative association must file with this office any change to:

- (a) the attorney for service in British Columbia (**Form 14**, in duplicate);
- (b) the address of its head office within British Columbia (in duplicate);
- (c) the address of its head office outside of British Columbia (in duplicate);
- (d) the address of any attorney of the association in British Columbia; and
- (e) the directors.

Failure to comply with the filing requirements of the *Cooperative Association Act* may result in the cancellation of your extraprovincial registration.

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Corporate Registry at **1 877 526-1526**.

Forms are available from this office or may also be available from your local Service BC Centre. In addition, you may download forms from the Corporate Registry website at www.bcregistryservices.gov.bc.ca

Every director should have a copy of the *Cooperative Association Act* and be aware of the contents. It is a useful source of information and may be purchased from Crown Publications, or www.crownpub.bc.ca. To view the Act, go to the Queen's Printer website www.bclaws.ca