

INFORMATION FOR RESTORATION OF AN EXTRAPROVINCIAL SOCIETY

Thank you for your request on how to restore an extraprovincial society.

This package provides information on the restoration of an extraprovincial society dissolved 10 years or less. Section 137 (1) of the *Society Act* provides for the restoration of a corporation, not more than 10 years after the date of cancellation.

STEP ONE

The first step in restoration is to ensure the name of the extraprovincial society is available. As the name is no longer protected once the registration is cancelled, the original name may not be available for restoration. Should this occur, restoration may be applied for under a name the registrar approves. The **Name Approval Request** form attached allows you to make a maximum of three choices of names, in descending order of preference. The fee for this form is \$30.

Note: In the "Additional Information" section of the Name Approval Request form, print or type the word "Restoration".

You can apply for your name in the following ways:

OVER THE INTERNET:

If you wish to submit your Name Approval request electronically to the Name Reservation Unit for examination, at the Corporate Registry, phone 1 877 526-1526 for instructions regarding Name Requests Online at www.bcregistrynames.gov.bc.ca. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

BY SERVICE BC CENTRE:

Visit your local Service BC Centre office. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. For a location near you, go to www.servicebc.gov.bc.ca

BY ONESTOP SERVICE DELIVERY LOCATION:

Visit your local OneStop service delivery location. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. User fees may apply. For a location near you, go to www.bcbusinessregistry.ca

BY BC ONLINE:

If you have a BC OnLine account you can submit your request electronically.

BY MAIL:

Submit your Name Approval Request form, with fee by cheque or money order payable to the Minister of Finance, to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

For information regarding completion of your Name Approval Request form, contact the Corporate Registry at **1 877 526-1526**. Corporate Registry staff **cannot** provide legal or business advice.

Restoration filings cannot be processed until the name has been approved and reserved.

Note: Once your name is approved, it is reserved for you for a period of 1 year plus 56 calendar days.

STEP TWO

If the extraprovincial society, at the time of cancellation of registration, held land, an interest in land or personal property, refer to **Appendix A**.

Note: The registrar also requires proof of the active status of this extraprovincial society in its home jurisdiction (e.g. a currently dated search print, a Certificate of Good Standing or a Certificate of Status).

STEP THREE

The next step is an application to the Supreme Court of British Columbia (the court) for an order to restore the extraprovincial society. This is a two-part procedure. The first part is outlined here in Step Three, the second part is outlined in Step Seven. For **complete instructions** and information on the court restoration process, along with the fees required, contact the British Columbia Superior Courts. Visit www.courts.gov.bc.ca for a listing of court addresses, phone and fax numbers.

To restore the extraprovincial society, obtain the Supreme Court “Society Restoration Package” for information and Supreme Court forms, at http://www.courts.gov.bc.ca/supreme_court/self-represented_litigants/info_packages.aspx.

If you require assistance, contact the British Columbia Superior Court in your area or seek legal advice. BC Registry Services staff cannot assist you with the completion of these court documents.

The initial application to the court consists of a requisition and the first affidavit. For the majority of applications, the following facts must be established:

- The date the registration of the extraprovincial society cancelled.
- The identity of the party applying for restoration.
- The reasons and interest in applying for restoration.
- The reasons why an order should be made retrospectively.

The affidavit must set out all of the facts necessary to support the application and be based on personal knowledge.

*Note: The extraprovincial society may apply for **restoration for a limited period of time** for a period up to and including two years. This limited period of restoration is to be set out in the initial application (requisition and affidavit) to the court. When the limited restoration expires, the extraprovincial society is again dissolved.*

*Note: Should the extraprovincial society apply for restoration under a **new name**, both names must be set out in the initial application (requisition and affidavit) to the court (e.g. Old Name **being restored as** New Name).*

Once the initial application is completed and the affidavit has been witnessed by a notary public or commissioner for taking oaths, return the application, **in duplicate**, along with the required fees, to the court. The court clerk will file one copy, open your action number, and stamp and return the duplicate copy of the application to you.

STEP FOUR

Fax or mail the stamped duplicate copy of the application (consisting of requisition and affidavit) to the Registrar of Companies. Our fax number is 250 356-8923 or mail to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3. Ensure your application contains your complete name and mailing address or a covering letter.

Upon receipt of the filed copy of the application and, if applicable, the required consents requested by the Office of the Registrar of Companies; this office will prepare the registrar’s consent to the restoration and forward it to the submitting party by mail.

All applications are processed on a first-come, first served basis, unless you pay a priority fee. If you wish the registrar’s consent on a **priority basis**, a fee of \$100 will be required.

STEP FIVE

While waiting to receive the registrar’s consent, you must advertise your intent to restore the extraprovincial society in the British Columbia Gazette for one week **prior to** the date of the court granting the order. For information on the gazetting process, including the insertion date (notices must reach the British Columbia Gazette, no later than 1:30 p.m. on the date indicated on their Insertion Schedule) for publication and the fees required, contact Crown Publications. The phone number is 250 387-4191, the fax number is 250 387-1120 or mail to PO Box 9452 Stn Prov Govt, Victoria BC V8W 9V7 or visit their website at www.crownpub.bc.ca

Sample wording for the gazette notice:

RESTORATION APPLICATION

Take notice that a restoration application will be made to the registrar of companies to restore: **[insert extraprovincial society name], [insert registration number]**.

Dated at **[insert city]**, B.C., this **[insert day]** day of **[insert month]**, **[insert year]**. – **[insert name of person applying for gazette notice], [insert relationship to extraprovincial society]**

*Note: Should the extraprovincial society apply for **restoration for a limited period of time**, this limited period of restoration (maximum two years) set out in the initial application must also be set out in the gazette notice.*

*Note: Should the extraprovincial society apply for restoration under a **new name**, both names must be set out in the notice (e.g. Old Name **being restored as** New Name).*

The British Columbia Gazette will mail the submitting party a copy of the weekly publication the notice has been published in.

STEP SIX

Included with the registrar's consent will be a copy of a corporate search conducted on the extraprovincial society. When received, send by **registered mail** a notice of your intent to restore the extraprovincial society to the address of its attorney as indicated on this search print. Retain mailing receipts and a copy of the notice.

STEP SEVEN

The applicant must file a subsequent affidavit and a draft order with the Supreme Court of British Columbia (the court). This second affidavit must establish by personal knowledge that:

- Notice of the initial application was sent to the Registrar of Companies and that the registrar has consented to the restoration (the registrar's consent should be attached as an exhibit).
- Notice of the initial application was published in the British Columbia Gazette (the entire page of the British Columbia Gazette showing the date of publication must be attached as an exhibit).
- Notice of the intent to restore was mailed to the address of attorney for the extraprovincial society (a copy of the corporate search received with the registrar's consent, along with the receipts and copy of the notice from Step Six above to be attached as an exhibit).

You must also prepare a draft copy of the court order.

*Note: Should the extraprovincial society apply for **restoration for a limited period of time**, this limited period of restoration (maximum two years) set out in the initial application must also be set out in the draft court order.*

*Note: Should the extraprovincial society apply for restoration under a **new name**, both names must be set out in the draft court order (e.g. Old Name **being restored as** New Name).*

Once the draft copy of the court order is completed and the second affidavit has been witnessed by a notary public or commissioner for taking oaths, submit the draft order and affidavit to the court. In addition, you must request a certified copy of the entered order once the order is granted.

The court will review the application and grant or deny the court order. If the order is denied, then you must comply with what the court requests. If the order is granted, obtain and pay for a **certified copy** of the court order.

STEP EIGHT

Submit the **certified copy** of the court order, along with any other requirements outlined in the registrar's consent and the required fees as outlined below.

- Basic restoration fee – \$100
- An annual report fee of \$25 for **each** report submitted
- Notice of Address of Society (if applicable) – \$15

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. If you wish the Certificate of Restoration to be processed on a **priority basis**, an **additional \$100** will be required. If the filings are being submitted on a priority basis, clearly indicate on both the envelope and the documentation that the submission is a priority.

A priority service is considered completed when the document is filed or the service request is completed. Turnaround is usually within 24 hours.

Note: If a document to be filed has errors and requires correction, then those corrections must be made and returned to this office within the 24 hour period to maintain priority status.

Send your documentation, with cheque or money order payable to the Minister of Finance, to:

Mailing Address:
Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Once the documentation has been filed, the registrar will forward a Certificate of Restoration of the extraprovincial society to the submitting party and will publish, in the British Columbia Gazette, a notification of the restoration.

ADDITIONAL INFORMATION

For information regarding completion of your documentation, contact the Corporate Registry at **1 877 526-1526**. The Corporate Registry staff **cannot** provide legal or business advice.

**ESCHEAT CLAIMS
BACKGROUND INFORMATION**

When Issues Involving Escheats Arise

Issues involving escheats arise in a variety of situations. Probably the most frequent situation is when a corporation is dissolved for failure to file annual reports and, at the time of cancellation, held land, an interest in land or personal property. Occasionally, situations occur where someone dies without a will and no one exists who would be entitled to the estate.

The Crown is the owner of otherwise ownerless property, by Crown prerogative. The *Escheat Act*, R.S.B.C. 1996, c.120, codifies parts of the common law.

The fact that a corporation's extraprovincial registration has been cancelled in British Columbia does not necessarily result in an escheat.

Seek Legal Advice

The Escheats Office strongly recommends that applicants seek independent legal advice on how to proceed with any matter involving dissolved corporations or matters where extraprovincial registration has been cancelled.

FOR FURTHER INFORMATION, contact:

Ministry of Attorney General
Legal Services Branch, Escheat Officer
PO Box 9280 Stn Prov Govt
Victoria, BC V8W 9J7
Phone: 250 356-8819
Fax: 250 387-0700

NAME APPROVAL REQUEST INSTRUCTIONS

IMPORTANT – READ CAREFULLY

RESEARCH YOUR CHOICES!

The Names Examiner searches the Corporate Register only. This register includes the names of corporations incorporated or registered extraprovincially in British Columbia. It does not include names of British Columbia firms, trademarks or corporations registered outside British Columbia. If you want to ensure your name is not used outside of British Columbia, you could also access the Trademarks database at www.strategis.ic.gc.ca, or you may wish to search other jurisdictions in Canada. Most public business and trademark registers in Canada are reflected in the NUANS database, which may be searched for a fee through private search firms.

The approval of any name is at the discretion of the Registrar. You are paying for three choices. **Do not commit to any name before it is approved.** Provide three choices for each company you wish to name, in descending order of preference. Check them out for potential conflicts through telephone listings, business directories and other publications.

Occasionally this office will reject all three of your choices. If that happens, it will be necessary for you to complete another Name Approval form with three more choices and submit it to this office with another reservation fee.

GENERAL

This form is used for the approval of all corporate and business names in British Columbia.

The first step in incorporation (company, society, cooperative association, financial institution) or registration of firms (partnership, proprietorship) or extraprovincial companies, is the approval of the name through the Name Reservation Section of the Corporate Registry.

Once your name is approved, it is reserved for you for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee.

If you need assistance call our help telephone number **1 877 526-1526**.

Once your name is reserved, the next step is to submit the necessary information to incorporate a company or society, register a proprietorship, partnership or limited partnership or register a foreign entity as an extraprovincial company.

Please go to the Corporate Registry's website for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The website address is: www.bcregistryservices.gov.bc.ca

Approval of a name by the Registrar for either a corporation or a firm does not provide a proprietary right or interest in the name under any circumstances. It is intended solely to protect the public interest by:

- preventing names of corporations which are so similar as to confuse or mislead; and
- providing a record which allows the public to determine which individuals are associated with a corporation or firm name.

A corporation or a firm name may be registered under the same name as another firm. As a result there are many duplications of firms names, however, a firm or a corporation name will **not** be accepted if it can be confused with another corporate name.

FIRM NAMES (partnership, proprietorship, limited partnerships, limited liability partnership)

Registration of a firm does not provide any protection for that name and does not mean that the name will be available if you decide to incorporate a company using this name.

Fees

The payment of fees in advance is a mandatory requirement of doing all business with the Corporate Registry office. The fee to submit a Name Request to the Corporate Registry by mail is \$30.00

Applicants are urged to consult the current Fee Schedule. Payment of the wrong amount is a common cause for the rejection of name requests. Cheques and money orders are to be made payable to the Minister of Finance.

PRIORITY SERVICE

Names are processed in the order of time of receipt. Upon request and on payment of an additional fee, an application will be processed in priority to others, normally within 24 hours of receipt.

PROCESS

This form allows you to make a maximum of three choices, in order of preference, for each name approval. If you wish to have more than one name approved, you must complete an additional form and pay another fee. Your first choice for a name may be approved, if available, and held for a period of **56 calendar days**. Any renewals of the reservation period will require payment of another reservation fee. **Your 2nd and 3rd choices are not examined unless the initial choice of name is not available.** Regardless of whether your three choices are all examined or not, the full fee is charged.

A name approval request may be made on this form, or in writing with the same information as is required on this form.

You can apply for your name in the following ways:

OVER THE INTERNET: Go to Name Requests Online at www.bcregistrynames.gov.bc.ca to submit your Name Approval Request electronically, for examination by the Name Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

BY SERVICE BC CENTRE: Visit any Service BC Centre who will transmit the request to the Registrar. For locations go to www.servicebc.gov.bc.ca.

BY ONESTOP SERVICE DELIVERY LOCATION: Visit your local OneStop service delivery location. They will transmit the request to the Registries. User fees may apply. For locations go to www.bcbusinessregistry.ca.

BY MAIL: Names Reservation Section, Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

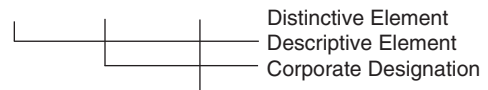
You can also apply for your name by visiting the Names Unit located on the 2nd Floor, Suite 200, 940 Blanshard Street, Victoria, BC V8W 3E6.

Results will be confirmed in the same manner as the application was made.

NAME COMPONENTS

In assessing names, the Registrar's staff analyze them according to their constituent components. The form of name acceptable in principle consists of a distinctive element, followed by a descriptive element and ending with a corporate designation (if applicable).

e.g. ABC Manufacturing Ltd.



DISTINCTIVE ELEMENT

The distinctive element serves to differentiate names having identical or similar descriptive elements, and for that reason, is the **most important** element to be examined in the name.

Names such as "Tire Shop Ltd." and "Shoe Store Ltd." lack an appropriate distinctive element and would be rejected for that reason.

They would be acceptable, if prefixed with an additional distinctive element (e.g. coined word, geographical location or personal name) that would distinguish them from all the other tire shops and shoe stores.

e.g. **Vancouver** Tire Shop Ltd. **Sandell's** Shoe Store Ltd.

Coined and made-up words are acceptable distinctive elements, provided they do not conflict with others already registered.

e.g. **Intertex** Enterprises Ltd. **Fabuform** Diet Centre Ltd.

A uniquely coined word, used in addition to a geographical location (e.g. Altrex Canada Ltd.), is normally considered sufficiently distinctive by itself that a descriptive element is not usually required.

DESCRIPTIVE ELEMENT

The descriptive element is useful in describing the nature of the business as well as expanding the options available. It allows for use of identical or similar distinctive elements, which might be desirable in developing a particular presence in the marketplace.

e.g. Victoria **Brake Shop** Ltd. Victoria **Stationery** Ltd.

CORPORATE DESIGNATION

Incorporating companies **must have as the last word in the name**, the corporate designation, "Limited", "Limitee", "Incorporated", "Incorporee" or "Corporation".

For all purposes, using the abbreviations of these words (e.g. "Ltd.", "Ltee.", "Inc." or "Corp.") is acceptable.

Extrajurisdictional companies may have "Limited Liability Company" or "LLC." as the last word in their name.

The corporate designation is **not** applicable to a firm name, society or cooperative name.

Firm names for partnerships and proprietorships **cannot** use "Ltd.", "Inc." or "Corp." in their names, but they may use "Company" or "Co."

Firm names for limited partnerships **must** use "Limited Partnership" at the end of the name.

Firm names for limited liability partnerships **must** use "Limited Liability Partnership" or "LLP." at the end of the name.

Societies should have the designation "Society" or "Association" as the last word in their name. Companies are precluded from the use of these words in their names.

Cooperatives should use the word "Cooperative" in their name and may also use "Association", "Society", "Union" and "Exchange".

SINGLE WORD NAMES

Single word names (such as International Limited) are normally not sufficiently distinct from other names containing the same word and generally will not be approved.

An exception may be allowed if the proposed, single-word name contains a coined word that has been trademarked and evidence of the trademark is presented with the name request. Each case will be determined on its merits.

Obvious contractions of common words (e.g. Petrochem, being a contraction of petroleum and chemical) are not considered to be coined words for the purposes of single-word names.

NUMBER NAMES

Numerals may be used in company names as the distinctive element. A year may be used in a name provided that it is the year of incorporation, amalgamation, change of name, or registration.

e.g. 123456 Enterprises Ltd. Pacific Enterprises (1997) Ltd.

The incorporation number may be used as the name of a British Columbia company. The accepted format is "345678 B.C. Ltd."

A name reservation or fee is not required for B.C. companies using just their incorporation number. The name will be given according to the next available number at the time of incorporation.

Numbered companies from other jurisdictions, continuing into British Columbia and wishing to retain their numbered names, will be required to conform with the name requirements of this province.

PERSONAL NAMES

In most cases, a natural person's full name will be considered to be sufficiently distinctive and therefore acceptable.

e.g. Bill Brown Ltd. John Smith Inc.

Two surnames, or initials with a surname, are normally accepted.

e.g. Brown, Green Inc. J.R. Black Corp.

WELL KNOWN NAMES

Names, which include well known trade names and trademarks, will not be allowed without the advance written consent of the holder.

e.g. Exxon, Xerox, Coke

EXTRAJURISDICTIONAL NAMES

Special consideration will be given to established extrajurisdictional companies applying for registration in the province, provided there is not a direct conflict in names.

SPECIAL CHARACTERS

The use of special characters (such as % or *) should be avoided in corporate and business names.

Some special characters may not be recognized by computer, will not print accurately and may not be allowed.

The "ç" symbol will not be approved in a name under any circumstances.

NO SUGGESTION OF GOVERNMENT CONNECTION

The word "government" (in either its English or French form) will not be allowed. Other words which might imply connection with, or endorsement by, any government require written consent of that government. Examples of other words which imply government connection are "ministry", "bureau", "secretariat", "commission" and "certified".

The use of "British Columbia" or "BC" as the distinctive element in any name is considered to imply connection with the Government of the Province of British Columbia. Use will be accepted only on the written consent of that government, usually obtained from the Protocol Office, Intergovernmental Relations Secretariat, after the name has been approved by the Registrar.

Use of the words "British Columbia" and "BC" will be accepted without consent, if they are placed at the end of a name and before the corporate designation.

e.g. Pacific Warehouse Storage BC Ltd.

NO SUGGESTION OF CONNECTION WITH CROWN OR ROYAL FAMILY

A name which suggests or implies a connection with the Crown, any living member of the Royal family, or endorsement by the Crown or Royal family will not be accepted without the written consent from the appropriate authority after the name has been approved by the Registrar.

e.g. Prince Charles Tea Room Ltd.

This does not apply to references in a name to geographical locations such as Prince George, Prince Rupert and references to New Westminster as the Royal City.

The use of the words "Crown" or "Royal" in combination with another word(s) that does not imply connection with the Crown or Royal family may be allowed.

e.g. Triple Crown Painting Ltd. Royal Star Holdings Ltd.

OBJECTIONABLE NAMES

Names that are considered to be objectionable on public grounds will not be accepted.

A name will not be approved if it includes a vulgar expression, obscene word or connotation, racial, physical or sexual slur.

The use of names of public figures will not be accepted without the advance written consent of the person named.

GUIDELINES

This abbreviated information is provided for convenience only. Corporate and business law is complicated, and there can be no substitute for sound professional advice. The Corporate Registry cannot accept responsibility for any errors or omissions in this information.

HELP IS AVAILABLE

For assistance or further information, please call 1 877 526-1526.



NAME REQUEST

NAME APPROVAL NUMBER NR

Important: Use this number on all documents and in the electronic submission of documents.

Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

- Please retain a copy for your records. If the request is mailed, the Name Reservation section will notify you by letter or email once your request is completed. Please type or print clearly. SHADED AREAS ARE FOR OFFICE USE ONLY.

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Business Corporations Act, Cooperative Association Act, Partnership Act or Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

PRIORITY REQUEST - Additional fee required
YES - This is a priority request and I have enclosed an additional fee for this service.
ROUTING SLIP NO. DEBIT BCOL ACCOUNT NO.
FOLIO NO. DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE DATE RECEIVED
GOVT. AGENT TRANSACTION NO. GOVT. AGENT AMOUNT COLLECTED

APPLICANT SURNAME FIRST NAME AND INITIALS

ADDRESS

CITY PROVINCE POSTAL CODE

APPLICANT PHONE NO. COMPLETE THIS SECTION FOR RESULTS BY EMAIL CONTACT PERSON NAME
EMAIL ADDRESS

Indicate what the name request is for: (In order for this request to be completed, one box must be ticked)
CORPORATION (INCLUDES A FOREIGN CORPORATION) PROPRIETORSHIP/PARTNERSHIP SOCIETY FINANCIAL INSTITUTION COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country? IF YES, ENTER THE JURISDICTION NATURE OF BUSINESS

ADDITIONAL INFORMATION

Name Request (first choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (second choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (third choice) PLEASE TYPE OR PRINT CLEARLY



Annual Report

1. Registration Number

2. Name of Society

FILE ONLINE



To file your BC Society Annual Report online, contact BC Registry Services at 1 877 526-1526 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to www.bcregistryservices.gov.bc.ca to file online.

PLEASE PRINT CLEARLY

3. Annual General Meeting Date

Date your Annual General Meeting was held:

(YYYY/MM/DD)

The date of the Annual General Meeting must be during the same calendar year of the Annual Report.

If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.

NO MEETING HELD cannot be submitted for the current year until the year is over. Directors cannot be changed if no Annual General Meeting held.

4. Registered Office Address (Location of Records) – Additional \$15.00 for Address Updates

Is this a change to your registered address from the previous year? [] Yes [] No

Physical Address Required.

(Post Office Box alone will not be accepted.)

Mailing Address

(If different from physical address.)

5. Society Email Address

OFFICE USE ONLY

Enter one email address. Email address may be used as a contact for this form.



6. Society Directors

- One director must be a B.C. resident. This requirement does not apply to extraprovincial societies.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code

7. Signature

Sign here. I certify that this information is accurate and complete.

Date Signed (YYYY/MM/DD)



8. Return Form and Fee to BC Registry Society

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

Physical Address:

200 - 940 Blanshard Street, Victoria BC V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation/registration number on the cheque.

Checklist if Submitting by Mail:

\$25.00 Annual Report filing fee included.

\$15.00 An additional fee is required if address updated within section 4, for a total fee of \$40.00

All data provided: Annual General Meeting date. Registered office address and director updates made if required.

Form signed.

FILE ONLINE AT www.bcregistryservices.gov.bc.ca

If you wish to file your Annual Report online, please contact BC Registry Services at 1 877 526-1526 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to www.bcregistryservices.gov.bc.ca to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process. The fee to submit online is \$25. If you are also changing your registered office address in British Columbia, there is an additional fee of \$15.

If you need assistance to submit the Annual Report filing, either electronically or on paper, you can use the services of BC Registry Services' Preferred Service Provider Dye & Durham who will submit the filing on your behalf for an additional service fee. Complete and sign the form and mail it with a cheque payable to Dye & Durham for \$41.64 (or \$64.78 if you are also changing your registered office address). Your cancelled cheque will be your receipt. For more information, call toll free 1 800 665-6211 or visit www.dyedurhambc.com.

IMPORTANT INFORMATION ABOUT THE *SOCIETY ACT*

- A society does not file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- BC Registry Services staff do not examine changes to bylaws; instead, the registry is the repository of the bylaws for public access. A society that changes its bylaws must ensure their changes comply with section 6 of the *Society Act*, before filing them with the Registrar's office. If the society requires assistance with their bylaws, they may wish to seek legal advice.

INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

If you wish to file a paper Annual Report, please follow these instructions.

- A Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. **Information you enter in this report must be current as at the close of the annual general meeting.**
- B Please read the section below titled **Important Information About the Annual Report** and then update this form if required by:
- entering the date of the Annual General Meeting in Item 3;
 - entering the Address of the society in Item 4;
 - providing your email address in Item 5;
 - listing the names and residential addresses of all of the directors of the society in Item 6 (attach an additional sheet if more space is required for directors); and
 - **signing this form in Item 7.**
- C If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
- D Society forms are available from this office or your local Service BC Centre.
- E Please take a photocopy of this document if you require a copy for your records.
- F Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- G Please return the original Annual Report with any additional forms and fees to (Item 8):
- | | |
|--|---|
| <u>Mailing Address</u> | <u>Physical Address</u> |
| PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3 | 200 - 940 Blanshard Street
Victoria BC V8W 3E6 |

Freedom of Information and Protection of Privacy Act (FOIPPA) – Personal information provided on this form is collected, used and disclosed under the authority of the *FOIPPA* and the *Society Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

1. Name of Society

This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.

2. Incorporation/Registration Number

This number is assigned at the time of incorporation/registration and is located at the top right-hand corner of the Certificate of Incorporation.

3. Annual General Meeting

Show the date the annual general meeting was held. Section 56 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.

4. Address of Society

A society must have an address in the Province to receive notices and communications, to be served documents and a location where the financial statements are kept. This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

If the address of the society has changed, you must include an additional filing fee of \$15. The change is NOT effective until the day after the form is filed by the Registrar of Companies.

5. Email Address

Provide an email address that we may use for future communications.

6. Directors' Names and Residential Addresses

These are the full names and residential addresses of all directors. The full name of a director must include a last name, a first name and initial(s) if any.

The *Society Act* defines a **director** to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.

The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

Attach an additional sheet if more space is required for directors.

7. Signature

This report must be originally signed.



Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Corporate Registry may have to return documents that do not meet this standard.

- Item A Enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.
Item B Enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.
Item C Enter the complete physical address for the society. In addition you may include general delivery, post office box, rural route, site or comp. number as part of the address. The Corporate Registry cannot accept a PO Box number alone as a physical address. You must include a postal code. If an address does not have street names or numbers, provide a description that would readily allow a person to locate the office. This is the address of the society in British Columbia to which all communications and notices may be sent where the society's records are kept and at which all documents may be served.

Filing Fee:

To register the address of a society at the time of incorporation: no fee
To change the address of an incorporated society: \$15.00 Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of US funds.

Important Note:

If this form is used to register the address of a society at the time of incorporation no filing fee is charged. If this form is used to change the address of a society after it is incorporated a filing fee of \$15.00 is applicable.

Note: A change of address has effect on the day after the notice is filed with the registrar.

A CERTIFICATE OF INCORPORATION NUMBER

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

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B FULL NAME OF SOCIETY

C ADDRESS OF SOCIETY (must be a physical address - refer to definition in Instructions above)

PROVINCE B.C. POSTAL CODE

D CERTIFIED CORRECT - I have read this form and found it to be correct.

Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED

YYYY MM DD

X