



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

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

Courier Address: 200 - 940 Blanshard Street
Victoria BC V8W 3E6

Please complete and mail this form to BC Registries and Online Services for filing with payment by 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 equivalent amount of US funds.

Filing Fee: \$50.00

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 Societies Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

INSTRUCTIONS: An occupational title society is required to obtain the written consent of the registrar prior to amending a provision in the society's bylaws that relates to the matters set out in section 206 of the Societies Act.

Once this form has been mailed, you are required to email an electronic copy of the society's amended consolidated bylaws in electronic format to BCRegistries@gov.bc.ca Please provide the name and incorporation number of the society and the words "OTS Bylaw Alteration" in the subject line of the email. This will assist us to match your mailed form with your email.

A PRIMARY EMAIL ADDRESS ALTERNATE EMAIL ADDRESS

B INCORPORATION NUMBER OR BUSINESS NUMBER OF SOCIETY

C NAME OF SOCIETY

D SPECIAL RESOLUTION DATE - Select all that apply. YYYY/MM/DD

Our Society has received written consent of the registrar to update bylaws respecting:

- a) qualifications for admission to membership or a class of membership.
b) courses of study and examinations for members or applicants for membership.
c) the conduct of members, ethics and standards of practice, or
d) suspension, expulsion or other penalties for misconduct, incapacity or incompetence of members.

E SUMMARY OF CHANGE(S) (List a short description of your bylaw amendment(s) in bullet form)
• All amendments are required to be incorporated into your society's bylaws and a copy of the those consolidated bylaws must be sent by email to BCRegistries@gov.bc.ca
• Attach additional sheet if more space is required.

F CERTIFICATION - I 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.

NAME SIGNATURE DATE SIGNED (YYYY MM DD)

G DELIVERY METHOD - Choose one delivery method for receipt of the society's certified documents.

Society Email

Other Email
Address

Pickup (Victoria only)

Contact Person

Telephone

By Mail to Registered Office Mailing Address

By Mail to another address. Please specify.

MAILING ADDRESS

CITY

PROV/STATE

COUNTRY

POSTAL CODE/ZIP CODE