

Maintaining Your Extraprovincial Non-share Corporation

Maintain a Registration

Once extraprovincial non-share corporations are registered, they need to maintain their registered status for as long as they carry on activities in B.C. This means filing annual reports and keeping their registered information up to date as required by the Societies Act.

File an Annual Report for an Extraprovincial Non-share Corporation

Extraprovincial non-share corporations must file an annual report each calendar year to comply with the Societies Act and avoid cancellation of their registration.

Submit annual reports through Societies Online: www.bcregistry.ca/societies/

Using Societies Online for the first time? You will need to set up a Basic BCeID account and have your Registry Key (password) handy before you start.

Annual Report Reminders

Set up an annual report reminder for next year when you file your annual report. The reminder is sent to the primary and alternate (if given) email address we have on file for your extraprovincial non-share corporation.

Changing Extraprovincial Non-share Corporation Information

If there has been a change to the head office address or the name or address of an attorney, file your changes through Societies Online before you file the annual report.

Cancellation of Registration

If an extraprovincial non-share corporation fails to file an annual report for two consecutive years, the registrar may send notice of the registrar's power to cancel its registration.

To avoid cancellation, the extraprovincial non-share corporation must file an annual report in the same year the notice is sent, along with any outstanding annual reports from previous years.

Update Records for an Extraprovincial Non-share Corporation

Be sure to keep the registered information for your extraprovincial non-share corporation up to date to maintain compliance with the Societies Act.

File with Societies Online

File changes for your extraprovincial non-share corporation through Societies Online and pay by

- Credit card
- Pre-authorized debit or
- BC OnLine account

Don't have internet access? You may also complete your filings at a Service BC location by using a community access terminal.

- [Find a Service BC location](#)

Using Societies Online for the first time? You will need to set up a Basic BCeID account and have your extraprovincial non-share corporation's Registry Key (password) handy before you start.

- [Set up a Basic BCeID account](#)
- [Learn more about the Registry Key](#)

Once a filing is complete, certified copies of the documents are available to download from your extraprovincial non-share corporation's dashboard at your convenience. If you prefer, you may also choose to receive copies by email, mail or courier pick-up.

Change of Name

Submit a notice of change of name for an extraprovincial non-share corporation in order to

- Reflect a change of name in the home jurisdiction
- Change the assumed name to a different assumed name
- Cancel the assumed name and use the name the extraprovincial non-share corporation uses in its home jurisdiction

Unless your extraprovincial non-share corporation is a federal corporation, you will first need to submit a name request (reserve a name).

- [Learn more about naming your extraprovincial non-share corporation](#)

- [Go to Societies Online to submit a name change request](#)

Change Jurisdiction or Head Office Information

A registered extraprovincial non-share corporation may change its home jurisdiction and the mailing and delivery address of its head office. File these changes as soon as possible.

- [Go to Societies Online to file a change of jurisdiction or head office](#)

Change Attorney Information

Unless the head office of the extraprovincial non-share corporation is in B.C., at least one attorney is required to receive notices and accept service in B.C. on behalf of the extraprovincial non-share corporation.

File any changes to attorney information (names and addresses) as soon as possible.

An attorney can be:

- An individual who is resident in B.C.
- A B.C. society
- A B.C. company

Note: If the head office for your extraprovincial non-share corporation is within B.C., having an attorney is optional.

- [Go to Societies Online to file a change in attorney information](#)

Cancel a Registration

If your extraprovincial non-share corporation ceases to carry on activities in B.C., cancel your registration by filing a notice through Societies Online.

After logging in to Societies Online, choose the extraprovincial non-share corporation

from your home page and then choose "Cancel Registration" from the left hand menu.

- [Log in to Societies Online](#)

Note: If you are using Societies Online for the first time, you will be asked to create a BCeID account.

Once the notice has been filed, the extraprovincial non-share corporation will receive confirmation of the cancellation and a notification of the cancellation will be published by the registrar.

Cancellation by Registrar

The registrar may cancel the registration for a non-share corporation that has failed to comply with the Societies Act.

If an extraprovincial non-share corporation has failed to file an annual report or any other return, notice or document required by the Societies Act, the registrar may cancel the registration of the extraprovincial non-share corporation.

- [Read about cancellation of registration by the registrar in the Act](#)

Cancellation Process

1. A letter is sent to either an attorney or the head office address notifying the extraprovincial non-share corporation there has been a failure to comply with the Act.
2. If no response to the letter is received after one month from the date of the mailing that notifies the registrar that failures are being remedied, a notice is published by the registrar of the registrar's power to cancel the registration of the extraprovincial non-share corporation.
3. Any time after the expiration of one month after the date of publication

of the notice, and unless cause to the contrary is shown, the registrar may cancel the registration of the extraprovincial non-share corporation.

4. Notice of the cancellation will be published by the registrar.

Request a Delay of Cancellation

If your extraprovincial non-share corporation receives notice of cancellation from the registrar and it intends to continue operations in B.C., you may request a delay of cancellation to enable your extraprovincial non-share corporation to comply. A delay of cancellation application must be submitted in writing by fax (250 356-8923) or by [email](#).