

Cancelling Your Extraprovincial Cooperative Association

Thank you for your request on how to cancel the registration of an extraprovincial cooperative association under section 197.1 (see **Appendix A**) of the *Cooperative Association Act*.

STEP ONE

In order to cancel a registration, the extraprovincial cooperative association must file a notice with the registrar (see **Appendix B**), originally signed by a current officer or director, indicating the extraprovincial cooperative association has ceased to carry on business in British Columbia.

The extraprovincial cooperative association will be cancelled on the date set by the registrar once the notice has been filed, and the submitting party will receive confirmation of the cancellation from the registrar. The registrar will publish, in the British Columbia Gazette, a notification of the cancellation.

STEP TWO

The filing fee required for cancellation of an extraprovincial cooperative association registration is \$20.

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. *If you wish the filings 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 filings 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, by mail to:

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

or by courier to:

Corporate Registry
200 - 940 Blanshard Street
Victoria BC V8W 3E6

ADDITIONAL INFORMATION

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

Cooperative Association Act (RSBC 1999) Chapter 28

Part 14 – Winding up, Dissolution and Restoration

Division 3 – Dissolutions and Cancellations

Section 197.1 – Defunct extraprovincial association

Defunct extraprovincial association

- 197.1** (1) If an extraprovincial association files with the registrar a notice that the association has ceased to carry on business in British Columbia, the registrar may cancel its registration.
- (2) The registrar must cancel the registration of an extraprovincial association if the registrar receives, from an official having a similar role to the registrar in the jurisdiction in which the extraprovincial association was incorporated, notice that the extraprovincial association has ceased to exist.

This is an unofficial excerpt from the *Cooperative Association Act* and is enclosed for ease of reference only. For complete information, refer to the *Cooperative Association Act*. Acts and Regulations are available for purchase through Crown Publications, or website www.crownpub.bc.ca.

APPENDIX B

Sample notice of cancellation to be
signed by a current officer or director

IN THE MATTER OF
[Insert full name of extraprovincial cooperative association]
AND THE COOPERATIVE ASSOCIATION ACT, SECTION 197.1

NOTICE

To: Registrar of Companies
British Columbia

This document confirms that it has ceased to carry on business in the Province of British Columbia and requests the Registrar of Companies cancel its registration as an extraprovincial cooperative association under section 197.1 of the *Cooperative Association Act*.

Dated this *[insert day]* of *[insert month]*, *[insert year]*.

[Signature of officer or director]

[Name of officer or director]
[Relationship to extraprovincial cooperative association]