

# FORM 1602: FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT SCHOOL AUTHORITIES

## Quick Reference

The form 1602 must be completed and returned to the Ministry on or before: **October 7, 2022**

[This form](#) must be completed by all independent school authorities as it is used to collect and update information on independent school authorities. It is also used to determine the standing of the authority with the Registrar of Companies.

Questions about independent school authorities can be directed to the Funding and Allocation Unit, Funding and Financial Accountability Branch: [FAA.IS@gov.bc.ca](mailto:FAA.IS@gov.bc.ca)

All other questions can be directed to: [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)

## Step by step instructions for completing Form 1602

Current Independent Authority information can be found on the [BC Independent Authority Contact page](#). Check the information for accuracy and make any updates or corrections using [Form 1602](#)

### Section A: Demographic Information

**Verify/Enter Name of the Independent Authority** - For independent school authorities “Authority” means:

- a society incorporated under the *Society Act*,
- a company within the meaning of the *Business Corporations Act* or a corporation incorporated under a private Act, or
- a person designated, by regulation, as an authority that operates or intends to operate an independent school;

**Authority Number** – Please include the Authority Number. This number can be found on the [BC Independent Authority Contact page](#).

**Enter Address** - Indicate the full mailing address, including postal code.

**Enter Email Address** - Indicate the full email address.

**Verify Telephone Number** - If none on site, please indicate an alternative phone number.

**Indicate Facsimile** - If the school authority has a facsimile machine, please indicate the number.

**Indicate Signing Authority** - Indicate the name of the person with signing authority on behalf of the Authority. In most cases this will be the chairperson.

## Section B: Umbrella Association

**Umbrella Association** - Mark the box to indicate your provincial umbrella organization or if the Authority umbrella organization is not listed, mark the box 'none of the above'.

- Aboriginal Schools
- Association of Christian Schools International
- BC Accelerated Christian Education Association
- Catholic Independent Schools of Kamloops Diocese
- Catholic Independent Schools of Nelson Diocese
- Catholic Independent Schools of Prince George Diocese
- Catholic Independent Schools of Vancouver Archdiocese
- Catholic Independent Schools of Victoria Diocese
- Independent Schools Association of B.C.
- Seventh - day Adventist Schools
- Society of Christian Schools in B.C.

## Section C: Authority

**Indicate Incorporation** - Mark the box the Authority was incorporated under and provide the registration number and date of incorporation if applicable

- Societies Act
- Business Corporations Act
- Private Act or,
- Designated by Order in Council

**Annual Report** - School Authorities incorporated as societies and companies (not OIC or private acts) must submit an Annual Report (Form 11) to the Registrar of Companies within 30 days of the annual general meeting to maintain "good standing". If a society fails to file its annual report for two years, the Registrar may strike the society from the register and dissolve it. To check on the status of your Authority's Annual Report, please contact the Registrar of Companies:

Ministry of Finance	Telephone: (250) 387-7848
BC Registry Services	Toll Free in BC: 1-877-526-1526
PO Box 9431 Stn Prov Govt	<a href="#">BC registry services</a>
Victoria BC V8W 9V3	

Indicate the date when the last annual report was filed by this authority with the Registrar of Companies.

## Section D: Verification

**Name, Signature and Date** - Indicate the person authorized to sign on behalf of the authority. In some cases, this may be the principal or head teacher.

**Returning Completed Forms** - The authority must submit a copy of the completed form,

- Scan and email to [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca) or
- Facsimile: (250) 356-0277 or,
- By Mail Attention: Data Management Unit  
P.O. Box 9170  
Stn. Prov. Govt.  
Victoria, BC  
V8W 9H7