

# FORM 1602: INDEPENDENT SCHOOL DATA COLLECTION

## FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT SCHOOL AUTHORITIES

### Quick Reference

#### Who must complete Form 1602?

This form must be completed by all independent school authorities.

#### When must Form 1602 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before  
**October 5, 2018**

#### Why is Form 1602 important?

This form 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.

#### If you need assistance

Questions about independent school authorities should be directed to: Wanda Stephenson, Sector Resourcing and Service Delivery Branch, Telephone: 250 356-2514

All other questions should be directed to:

Kathy Cordner	or	Mike Joa
Data Management Unit		Data Management Unit
250 356-2441		250 356-7459

### Step by step instructions for completing Form 1602

! **NOTE:** Some of the information on this form has been preprinted. Please check the information for accuracy. To make corrections, cross out the preprinted information and enter your corrections directly below.

## 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**

This number is preprinted.

**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 appropriate box to indicate your provincial umbrella organization, or, if applicable, indicate "None."

- 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.

If the Authority umbrella organization is not listed, mark the box indicating none of the above.

## Section C: Authority

### Indicate Incorporation

Mark the appropriate box, indicating whether the Authority was incorporated under the *Society Act*, the *Company Act*, a *Private Act* or designated by Order in Council. Provide the registration number and date of incorporation where applicable.

### Annual Report

School Authority's must submit an Annual Report (Form 11) and a financial statement to the Registrar of Companies within 30 days of the annual general meeting in order 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 at:

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="http://www.bcregistry.com">BC registry services</a>
Victoria BC V8W 9V3	

Please 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 by scanning and emailing to [mike.joa@gov.bc.ca](mailto:mike.joa@gov.bc.ca) or via fax or mail it to:

Ministry of Education  
Data Management Unit  
P.O. Box 9170  
Stn. Prov. Govt.  
Victoria, BC  
V8W 9H7  
Attention: Mike Joa  
Facsimile: (250) 356-0277