



Telephone: 1 877 526-1526
www.bcreg.ca

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

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

Instructions for completion on reverse.
Attach an additional sheet if more space is required.

FILING FEE: \$35.00

Form sections A through G: NAME OF CREDIT UNION, REGISTERED OFFICE ADDRESS, CHANGE OF REGISTERED OR RECORDS OFFICE ADDRESS, CHANGE OF DIRECTORS, CERTIFICATE OF INCORPORATION NUMBER, DATE OF INCORPORATION OR AMALGAMATION OR CONTINUATION, DATE OF ANNUAL REPORT (ANNIVERSARY DATE), OFFICE USE ONLY - DO NOT WRITE IN THIS AREA.

Table H: DIRECTORS - List all directors' names and addresses. Attach an additional sheet if required. Columns: Last Name, First Name & Initials (if any), Residential Address (include postal code).

Table I: OFFICERS - List all officers' titles, names and addresses. Attach an additional sheet if required. Columns: Title, Last Name, First Name & Initials (if any), Residential Address (include postal code).

Section J: CERTIFIED CORRECT - I have read this form and found it to be correct. Signature of a current Director, Officer, or Credit Union Solicitor. Date Signed: YYYY MM DD.

GENERAL INFORMATION

- Section 107.4 of the *Credit Union Incorporation Act* requires every credit union to file an Annual Report containing information up to the last anniversary date. A credit union must file an Annual Report each year within two months after the anniversary date of its incorporation, amalgamation or continuation. This Annual Report should contain information up to the last anniversary date.
- **Please type or print clearly in block letters and ensure the form is signed and dated in ink.** Complete all areas of the form. The Registry may have to return documents that do not meet this standard.
- All dates must be completed using the "Year/Month/Date" numeric format. For example, May 8, 2012 would be:

Year	Month	Day
2012	05	08
- Take a photocopy of any documents if you require a copy for your records.
- Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- BC OnLine Deposit Account customers should submit authorization to debit fees via a Deposit Account Transaction form.
- Return the **original** Annual Report with any additional forms and fees to:
BC Registry Services
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
- If you have any questions about completing the:
 - Notice to Change Office (Form 4)
 - Notice of Directors (Form 2)
 - Annual Report (Form 3)please telephone 1 877 526-1526.

INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT

- A Credit Union Name**
This is the full legal name of the credit union as shown on the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.
- B Registered Office Address**
This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.
- C Incorporation Number**
This number is assigned at the time of incorporation and is located at the top right-hand corner of the certificate of incorporation, amalgamation or continuation. Please quote this number when enquiring about your credit union.
- D Date of Incorporation**
This is the date the credit union was incorporated, amalgamated or continued as indicated on the certificate of incorporation, amalgamation or continuation.
- E Date of Annual Report (Anniversary Date)**
This is the anniversary date of incorporation, amalgamation or continuation. The Annual Report contains information current as of this date. For example, a company incorporated 2012 May 08 would file a report made up to and including May 8th every year.
- F Change of Registered or Records Office Address**
If there has been a change in address, a Notice to Change Office must be completed and two copies filed in this office. Filing fee is \$20.00.
- G Change of Directors**
If there has been a change of directors, a Notice of Directors must be completed and filed in this office. If any directors have been appointed or ceased on or before the date of the Annual Report (see Box E) the details of the change must be noted on the Annual Report AND a Notice of Directors must be filed in this office. Filing fee is \$20.00.
- H Directors of the Credit Union**
Complete the full name and residential address of all directors. The full name of a director should include a last name, a first name and initials (if any). Individual's name should be shown consistently throughout this document.

The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the director.
- I Officers of the Credit Union**
Please list in Box I the names and addresses of all of the officers of the credit union and their titles. Officers must include a President and a Secretary who must be different persons.
- J Signature and Date**
This report must be signed and dated in ink by a current Director, Officer or Credit Union Solicitor.

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information requested on this form is collected, used and disclosed under the authority of the *FOIPPA* and the *Credit Union Incorporation 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.