



DISSOLVED COMPANY'S RECORDS CHANGE

BUSINESS CORPORATIONS ACT, section 351

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

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Business Corporations Act for the purposes of assessment.

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink.

Section 351 of the Business Corporations Act defines "dissolved company's records" to mean the records the dissolved company was required to keep under section 42.

- 1) the person who was shown in the application for dissolution as having custody of those records, or
2) if there was no application for dissolution, the person who had custody of the records at the time of dissolution, or
3) if one or more liquidators were appointed, the liquidator shown in the application for dissolution as having custody of those records.

Item A and B Enter the incorporation number and the name of the company at the time it was dissolved.

Item C The person who is required to retain and produce the dissolved company's records must promptly file with the registrar any change in the location of the dissolved company's records.

The person must also promptly file any change in the identity of the person having custody of the dissolved company's records, along with the court order approving the change.

The person must also promptly file any change in the prescribed two-year retention period that records are required to be kept, along with a court order approving the reduction in time.

Item D The delivery address must be for a location in BC that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records.

Item F If the person having custody of the records is a corporation or firm, enter the full name of the corporation or firm.

Item G Enter the expiration date of any period ordered by the court.

Item H This form is to be signed by the person having custody of the dissolved company's records. If that person is a corporation or firm, this form is to be signed by an authorized signing authority for that corporation or firm.

Filing Fee: \$20.00 plus \$20.00 to file court order (if applicable)

Submit this form and court order (if applicable) with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account.

A INCORPORATION NUMBER OF DISSOLVED COMPANY

B NAME OF DISSOLVED COMPANY

C CHANGES TO THE INFORMATION RESPECTING DISSOLVED COMPANY'S RECORDS

Changes to the following information must be filed with the registrar. Please indicate which information is to be changed.

- 1) A change to the location of the dissolved company's records (complete Items D, E and H).
2) A change to the identity of the person having custody of the dissolved company's records (complete Items F and H).
3) A reduction in the period that the dissolved company's records must be retained (complete Items G and H).

**CHANGE TO THE LOCATION OF THE DISSOLVED COMPANY'S RECORDS**

**D DELIVERY ADDRESS OF THE NEW LOCATION OF DISSOLVED COMPANY'S RECORDS**

PROVINCE POSTAL CODE

BC

**E MAILING ADDRESS OF THE NEW LOCATION OF DISSOLVED COMPANY'S RECORDS**

PROVINCE POSTAL CODE

BC

**CHANGE TO THE IDENTITY OF THE PERSON HAVING CUSTODY OF THE DISSOLVED COMPANY'S RECORDS**

**F FULL NAME OF PERSON HAVING CUSTODY OF THE DISSOLVED COMPANY'S RECORDS**

LAST NAME

FIRST NAME

MIDDLE NAME

CORPORATION OR FIRM NAME

**REDUCTION IN THE PERIOD THAT THE DISSOLVED COMPANY'S RECORDS MUST BE RETAINED**

**G REDUCTION IN THE PERIOD THAT THE DISSOLVED COMPANY'S RECORDS MUST BE RETAINED**

YYYY / MM / DD

Expiration Date of new period

**H CERTIFIED CORRECT – I have read this form and found it to be correct.**

**If applicable, I confirm that the court order approving the change of identity of the person having custody of the dissolved company's records and/or the court order reducing the period within which the dissolved company's records must be retained, is being submitted to the registrar for filing concurrently with this notice.**

NAME OF PERSON HAVING CUSTODY

SIGNATURE OF PERSON HAVING CUSTODY

DATE SIGNED

YYYY / MM / DD

X