



Telephone: 1 877 526-1526 www.gov.bc.ca/societies
Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3
Courier Address: 200 - 940 Blanshard Street Victoria BC V8W 3E6

SUBMITTED BY:

Name
Company
Mailing Address
City
Province Postal Code Telephone

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 Society Act for the purposes of assessment.

Note: You may request a Transition Package online at www.gov.bc.ca/SocietiesAct by credit card payment. Your request may also be submitted by completing this form and mailing it to BC Registries and Online Services with your cheque/money order (payable to Minister of Finance) or BC OnLine account number. Transition Package requests will be processed within 3 to 5 business days.

INSTRUCTIONS:

This form is to be used to order a Transition Package for a society that was incorporated (or amalgamated) in BC before November 28, 2016.

You can also submit your request electronically online at www.gov.bc.ca/SocietiesOnline.

The Transition Package contains:

- 1) a certified copy of the Constitution of the society and any amendments;
2) a certified copy of the Bylaws of the society and any amendments.

Item A Enter the incorporation number or business number of the society. The incorporation number can be found on a copy of an annual report for the society or in the upper right hand corner of the society's Certificate of Incorporation (or its Certificate of Amalgamation). The business number is issued by Canada Revenue Agency and can be found on any society correspondence from Canada Revenue Agency.

Item B Enter the name of the society exactly as shown on the society's Certificate of Incorporation (or its Certificate of Amalgamation or any Certificate of Change of Name for the society).

Item C The fee for the Transition Package is \$40.00

Indicate the method of payment. Ensure your cheque or money order (made payable to the Minister of Finance) is enclosed with this order form.

For clients who maintain a BC OnLine account, enter your BC OnLine account number and any reference number if applicable.

Complete this form and mail it to the following address:

BC Registries and Online Services
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Item D Delivery Method
Select how you wish to receive your Transition Package.

A INCORPORATION NUMBER OF SOCIETY OR BUSINESS NUMBER

B NAME OF SOCIETY

C METHOD OF PAYMENT

Enclosed is my cheque for \$40.00

Enclosed is my money order for \$40.00

Additional priority fee of \$100.00 (optional) to process request in 1-2 business days.

RECEIPT NO.

Service BC

ACCOUNT NO.

BC OnLine

REFERENCE NO.

D DELIVERY METHOD - Choose one delivery method for the societies certified documents.

By Email Email Address

Pickup (Victoria only) Contact Person Telephone

By Mail to Registered Office Mailing Address

By Mail to another address. Please specify. ADDRESS

CITY

Prov. BC POSTAL CODE