



Societies Request to Inspect or Obtain Copies of Society Documents

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

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Members and directors may inspect the records that a society is required to keep under section 20 of the Societies Act. Persons other than members and directors may obtain copies of the society's financial statements and may inspect other records if and to the extent permitted by the society's bylaws. A member, director or other person who is entitled to access, inspect and obtain a copy of a record that a society is required to keep should use the Request to Inspect or Obtain Copies Form. Before using this form you should read sections 24, 25, 27, and 28 of the Societies Act to determine your eligibility when requesting a society's documents. If eligible, submit your request directly to the applicable society's registered office address. An application to the registrar to issue an order under section 107 of the Societies Act to the society may be made if the society does not provide you with access to the society's records or does not provide a response to your request. The registrar will begin a process to facilitate access to the records or clarify why access has been denied. In some cases, an order of the Supreme Court of B.C. may be required for a person to obtain access to a society's records.

The following template has been created to assist you in requesting access to or copies of those records a Society is required to keep under section 20 of the Societies Act. Please use this template to submit your request for records to the applicable Society.

A NAME OF APPLICANT

B APPLICANT ADDRESS PROVINCE POSTAL CODE

C APPLICANT CONTACT INFORMATION

D PHONE

E EMAIL

F NAME OF THE SOCIETY

G SOCIETY'S REGISTERED OFFICE ADDRESS PROVINCE POSTAL CODE

H I AM A: [ ] Director of the Society [ ] Member of the Society [ ] A person other than a member or director of the Society

[Note: section 24 of the Societies Act sets out who is entitled to see what records]

I SIGNED X DATE YYYY/MM/DD

Turn this form over to indicate which documents you are requesting. THIS FORM IS TO BE SUBMITTED DIRECTLY TO THE SOCIETY. DO NOT SUBMIT THIS TO BC REGISTRY SERVICES.

Select the records you are requesting [Note: Under the *Societies Act*, persons have access only to records required to be kept by the Society under section 20]

<input type="checkbox"/> Certificate of Incorporation	
<input type="checkbox"/> A registrar-certified copy of the Society's constitution	<input type="checkbox"/> <i>Most recent version</i> <input type="checkbox"/> <i>Other version. Specify:</i>
<input type="checkbox"/> A registrar-certified copy of the Society's bylaws	<input type="checkbox"/> <i>Most recent version</i> <input type="checkbox"/> <i>Other version. Specify:</i>
<input type="checkbox"/> A registrar-certified copy of the Society's statement of directors and registered office	<input type="checkbox"/> <i>Most recent version</i> <input type="checkbox"/> <i>Other version. Specify:</i>
<input type="checkbox"/> A confirmation, other certificate or certified copy of a record furnished to the Society by the registrar	<i>Specify</i>
<input type="checkbox"/> A copy of an order made in respect to the Society by a court, tribunal, government body or the registrar	<i>Specify</i>
<input type="checkbox"/> The Society's register of directors, including contact information provided by each director	
<input type="checkbox"/> A written consent to act as director referred to in section 42 (4)(a) of the Societies Act	<i>Specify</i>
<input type="checkbox"/> A written resignation of a director	<i>Specify:</i>
<input type="checkbox"/> A copy of a record described in section 56 (3) (c) [ <i>disclosure of director's interest</i> ] or 62 (3) (c) [ <i>disclosure of senior manager's interest</i> ] of the <i>Societies Act</i> evidencing a disclosure by a director or senior manager	<i>Specify:</i>
<input type="checkbox"/> The Society's register of members, including contact information provided by each member	
<input type="checkbox"/> Minutes of a meeting of members	<i>Specify date of meeting:</i>
<input type="checkbox"/> A copy of an ordinary resolution or special resolution (other than a resolution included in the minutes) and, in the case of a resolution consented to in writing by the voting members, each of the consents to that resolution	<i>Specify:</i>
<input type="checkbox"/> The financial statements of the Society required under section 35, and the auditor's report if applicable	<i>Specify financial year(s):</i>
<input type="checkbox"/> Minutes of a meeting of directors	<i>Specify date of meeting:</i>
<input type="checkbox"/> A copy of a consent resolution of directors and each of the consents to that resolution	<i>Specify:</i>
<input type="checkbox"/> The accounting records of the Society	<i>Specify financial year(s):</i>