

Maintaining Your Extraprovincial Cooperative Association



Failure to comply with the filing requirements of the *Cooperative Association Act* may result in the cancellation of your extraprovincial registration.

The *Cooperative Association Act* requires all extraprovincial cooperative associations to file information about the association with the Corporate Registry office. These filings are:

ANNUAL REPORT

FORM 04 XCA | Filing fee: \$30.00

A cooperative association registered extraprovincially in British Columbia must file an annual report each year within two months after the association's anniversary date of registration in British Columbia.

NOTICES OF CHANGES TO BE FILED

Filing fee: \$20.00 for each change

An extraprovincial cooperative association must file with this office any change to:

- the attorney for service in British Columbia (FORM 14 XCA, in duplicate);
- the address of its head office within British Columbia (FORM 15 XCA, in duplicate);
- the address of its head office outside of British Columbia (FORM 11 XCA, in duplicate);
- the address of any attorney of the association in British Columbia (FORM 12 XCA); and
- the directors (FORM 05 XCA).

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Corporate Registry at 1 877 526-1526.

Forms are available from this office or may also be available from your local Service BC Centre. In addition, you may download the above mentioned forms from the Corporate Registry website at www.bcreg.ca.

Every director should also have a copy of the *Cooperative Association Act* and be aware of its contents. It is a useful source of information and may be purchased from Crown Publications, www.crownpub.bc.ca. To view the Act online, go to the Queen's Printer website, www.bclaws.ca.