

Maintaining Your B.C. Cooperative Association



Failure to comply with the filing requirements of the *Cooperative Association Act* may result in a cooperative association being dissolved and struck from the register.

KEEPING RECORDS UP TO DATE

Your certified copy of your co-op's Memorandum of Association and Rules of the Association should be kept in your association record book. You are required to provide a copy to each member upon request.

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.

The first general meeting of a cooperative association must be held not more than three months after the date of incorporation, or within a later period if approved by the Registrar of Companies. Thereafter, the association must hold a general meeting at least once every calendar year, within four months after the end of its fiscal year.

In addition, the *Cooperative Association Act* requires all incorporated cooperative associations to file information about the association with the Corporate Registry office. These filings are:

ANNUAL REPORT

FORM 03 COO | Filing fee: \$30.00

The cooperative association must file an annual report each year, within two months after each annual general meeting.

DIRECTOR CHANGE

FORM 05 COO | Filing fee: \$20.00

Notice of every change in the directors must be filed within 15 days of the change. A separate form is required for each effective date a change takes place.

SPECIAL RESOLUTION

FORM 06 COO | Filing fee: \$70.00
(\$100.00 for change of name)

Any change made to the memorandum or rules of a cooperative association must be filed on a special resolution form. The change will not take effect until a certified copy of the resolution has been registered by the Registrar of Companies.

REGISTERED OFFICE CHANGE NOTICE

FORM 08 COO | Filing fee: \$20.00

Notice of every change in the registered office address of the cooperative association must be filed without delay.

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.