

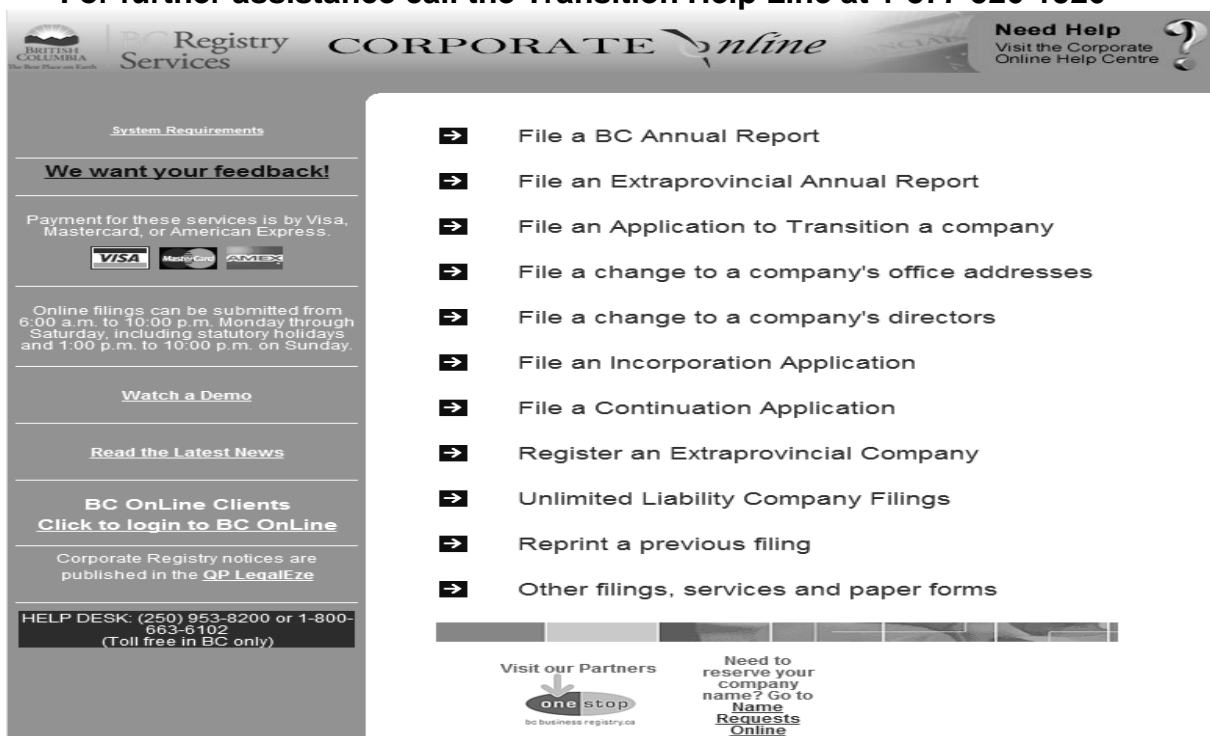
## PART 2 – FILING A TRANSITION APPLICATION ONLINE

Part 2 of the Transition Guide (Version 2) is designed to help you file the Transition Application yourself online over the Internet. It assumes that you have read Part 1 of the Transition Guide (Version 2), reviewed the pre-filing checklist and are prepared to continue with filing online.

The following pages provide screen snapshots of the Transition Application filing. Beneath each screen is information explaining what you will need to enter in each field on the screens.

Once you have finished filing the Transition Application online, you should review Part 3 of the Transition Guide (Version 2) entitled “Completing the Transition Process”. You can download a copy of Part 3 by going to [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca) and clicking on “Download the Transition Guide” on the Main Menu.

**For further assistance call the Transition Help Line at 1-877-526-1526**



The screenshot shows the BC Corporate Online website. At the top, there is a navigation bar with the BC Registry Services logo, the text 'CORPORATE Online', and a 'Need Help' link with a question mark icon. Below the navigation bar, there is a sidebar on the left with several links: 'System Requirements', 'We want your feedback!', 'Payment for these services is by Visa, Mastercard, or American Express.' (with logos for VISA, MasterCard, and AMEX), 'Online filings can be submitted from 6:00 a.m. to 10:00 p.m. Monday through Saturday, including statutory holidays and 1:00 p.m. to 10:00 p.m. on Sunday.', 'Watch a Demo', 'Read the Latest News', 'BC OnLine Clients Click to login to BC OnLine', 'Corporate Registry notices are published in the QP LegalEze', and 'HELP DESK: (250) 953-8200 or 1-800-663-6102 (Toll free in BC only)'. The main content area on the right features a list of services with right-pointing arrow icons: 'File a BC Annual Report', 'File an Extraprovincial Annual Report', 'File an Application to Transition a company', 'File a change to a company's office addresses', 'File a change to a company's directors', 'File an Incorporation Application', 'File a Continuation Application', 'Register an Extraprovincial Company', 'Unlimited Liability Company Filings', 'Reprint a previous filing', and 'Other filings, services and paper forms'. At the bottom of the page, there are two boxes: 'Visit our Partners' with the 'one stop' logo and 'bc business registry.ca', and 'Need to reserve your company name? Go to Name Requests Online'.

### Corporate Online

To file the Transition Application online go to Corporate Online on the Internet at [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca). Click on the **Watch a Demo** link for a demonstration.

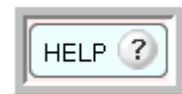
Begin the filing by clicking on *File an Application to Transition a company*.



## About this service

The “*About this service*” screen will display. If you would like additional information read the overview.

There is a Help button for every field on all entry screens for additional information.



Click Next to continue.

**CORPORATE Online**

**Need Help**  
Visit the Corporate Online Help Centre

**TRANSITION APPLICATION** [Read the Overview ?](#)

[Back](#) [Next](#)

**Identify Company** [HELP ?](#)

● Incorporation Number:  **Example: BC0715266**

.....

**Enter access code or password** [HELP ?](#)

Enter the access code from Box C on your annual report:  **OR**

Enter the company password:

[Forgot the company password?](#)

[Want to create a company password?](#)

**Enter the company's incorporation number. See example above.**

This number is assigned at the time of incorporation and is located at the top right hand corner of the Certificate of Incorporation. It is also printed on the annual report reminder in Box B that is sent to the company each year.

**Enter the access code OR the company password. See example above.**

The company's access code is on correspondence sent from the Corporate Registry including any annual report reminder in Box C. If you do not have the access code, you can enter the company password if one has already been created for the company.

Then click Next.

**CORPORATE Online** Need Help  
Visit the Corporate  
Online Help Centre ?

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Confirm Filing Intent HELP ?

**You will be filing this Transition Application for a company named TRANSITIONS R US.**  
**If this is correct, click Next to begin. Otherwise, click the Back button to start again.**

Filing Type:	Transition Application
Incorporation Number:	BC0623689
Company Name:	TRANSITIONS R US
Filing Fee:	No Fee

.....

Back Cancel Next

**Review the information on the Confirm Filing Intent screen. See example above.**

- The filing type is Transition Application
- The incorporation number is for your company
- The company name is for your company
- No fee

If correct then click on the Next button. If not correct click on Back to correct the information entered on the previous screen or Cancel to end the Transition Application filing.

The screenshot shows the 'CORPORATE online' header with a 'Need Help' link. The main section is titled 'TRANSITION APPLICATION' with a 'Read the Overview' link. Below this are 'Back' and 'Next' buttons. The 'Identify Yourself' section features a greyed-out input field and a 'HELP' link. A message states: 'For our records, we need to identify the individual who completes this filing. Please enter your name below.' This is followed by two radio buttons: 'Last Name: Thompson' and 'First Name: Emma'. A dotted line is present below the radio buttons. At the bottom are 'Back' and 'Next' buttons.

**Enter Last and First Name.**

The individual completing the Transition Application should enter their name. See the example above. This information will become part of the company's official record. Then click Next to continue.

**CORPORATE *Online*** **Need Help** Visit the Corporate Online Help Centre ?

**TRANSITION APPLICATION** [Read the Overview ?](#)

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**Notice of Articles - Translation of Company Name** [HELP ?](#)

**Does this company use a translation of its name outside of Canada?**

a.  Yes, this company uses one or more translations of its name.

**OR**

b.  No, this company does not use a translation of its name.

.....

[Back](#) [Next](#)

**Enter Translation of Company Name**

Most small companies WILL NOT use a translation of their company name for use outside Canada. Therefore, select No and click Next to continue.



**Need Help**  
 Visit the Corporate  
 Online Help Centre 

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TRANSITION APPLICATION Read the Overview ?

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**Notice of Articles - Director Information**

The following list of individuals are the directors currently on the corporate register. If this list is not up to date, you must file a Notice of Change of Directors before you complete this filing.

HELP ?

You may only change the information shown to correct a typing or spelling mistake. To correct a typing or spelling mistake, click on the Director's name. If everything is correct, just click Next to continue.

Name	Mailing Address	Delivery Address
<a href="#">Thompson, David</a>	208 Main Street Sooke BC V2T 7N9 CANADA	208 Main Street Sooke BC V2T 7N9 CANADA
<a href="#">Thompson, Emma</a>	208 Main Street Sooke BC V2T 7N9 CANADA	208 - Main Street Sooke BC V2T 7N9 CANADA

[Discard all changes to Director information and start over](#)

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Back Next

### Director Information

Verify that the director information is correct. See the example above. If it is correct then continue the filing by clicking on Next.

You may make corrections to a name or address by clicking on the name. For example, [Thompson, Emma](#).

If a director is missing or an individual is no longer a director or an address has changed then you must first file a Notice of Change of Directors before completing this filing.

**CORPORATE *online***

**Need Help**  
Visit the Corporate  
Online Help Centre

TRANSITION APPLICATION [Read the Overview ?](#)

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Notice of Articles - Registered and Records Offices [HELP ?](#)

**Please ensure the office addresses shown below are correct. You may correct them by clicking the button below.  
If the office has changed location, you must file a Notice of Change of Address.  
If everything is correct, just click Next to continue.**

[Correct the addresses](#)

Registered Office	Records Office
<b>Mailing Address:</b> 208 Main Street Sooke BC V2T 7N9 CANADA	<b>Mailing Address:</b> 208 Main Street Sooke BC V2T 7N9 CANADA
<b>Delivery Address:</b> 208 Main Street Sooke BC V2T 7N9 CANADA	<b>Delivery Address:</b> 208 Main Street Sooke BC V2T 7N9 CANADA

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### Registered and Records Offices

Verify that the Registered and Records mailing and delivery office addresses are correct. See the example above. If they are correct then continue the filing by clicking on Next.

The addresses may be changed to correct a spelling or typing mistake or to ensure that the mailing address is a postal address where the company receives mail. Click the “Correct the addresses” button to correct the addresses. (This button will not be available for companies that have changed their addresses since March 29, 2004.) Each address will be displayed in turn. Make any changes required.

If the registered or records office addresses have changed location then you must file a Notice of Change of Address, preferably when you have finished this filing.





## Pre-existing Company Provisions

The Pre-existing Company Provisions are a set of provisions prescribed in the Regulation under the *Business Corporations Act* that apply to all pre-existing companies. Pre-existing companies are companies that incorporated before March 29, 2004.

Under the *Business Corporations Act*, the Pre-existing Company Provisions will automatically apply to your company when you file the Transition Application.

It is recommended that you review and print the Pre-existing Company Provisions and attach them to your company's articles. To do so, click on the [Read the Pre-existing Company Provisions](#) link.

Click Next to continue.

**Notice of Articles - Authorized Share Structure**

Set out the existing authorized share structure of the company. For each class or series of shares, enter the existing information contained in the company's memorandum or articles. Begin entering information about the company's share class (es) below. [View Examples.](#)

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**Number of Shares in the Class** HELP ?

Maximum Number of Shares of this class that the company is authorized to issue:

.....

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**Name of Share Class** HELP ?

Enter the name of the share class below. Do not enter the word "shares".

Identifying name of class:

.....

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**Value of Shares** HELP ?

Please indicate whether the shares are [a] without par value, or [b] the shares are with par value.

a.  Without Par Value

OR

b.  With a Par Value of  each in the currency indicated below.

Type of Currency:

.....

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**Special Rights or Restrictions** HELP ?

Are there special rights or restrictions attached to the shares of the class?

a.  Yes

OR

b.  No

**Share Structure**

Review the most recent copy of the company's memorandum. See the *Glossary of Terms* in Part 1 for a description of the term "memorandum". A sample memorandum is attached as Appendix B in Part 1 of the Transition Guide. Enter the authorized share structure information in the appropriate fields on the screen. A typical share structure is shown above. **Note:** It is unlikely that a small company would have special rights or restrictions. If this is the case then select "No".

When the share structure has been entered continue the filing by clicking on Save. If there are additional classes or series refer to the next page.

CORPORATE *Online*

**Need Help**  
 Visit the Corporate  
 Online Help Centre

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**Notice of Articles - Authorized Share Structure**

For each class or series of shares, enter the existing information contained in the company's memorandum or articles. [View Examples.](#)

HELP

Each Class and Series of shares must be listed in the table below. To add another Share Class click the "Add a Share Class" button. To add a Share Series to a Share Class, click the "Add a Series" button. To delete a Share Class or Series, check the box next to it and click "Delete checked items". A Share Class or Series can be edited by clicking on its name. If the information shown below is complete, just click Next to continue.

<input type="checkbox"/>	10,000	Common	Shares	Without Par Value	Without Special Rights or Restrictions attached
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Delete checked items Add a Share Series

Add a Share Class

[Discard all changes to Authorized Share Structure information and start over](#)

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### Share Structure

Verify that the share structure information that you have entered is correct. See the example above. To add another class of shares, click on "Add a Share Class".

Click Next to continue.

**CORPORATE** *Online*

**Need Help**  
Visit the Corporate  
Online Help Centre

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**TRANSITION APPLICATION**
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**Notification**

HELP ?

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**The company will be provided with a certified copy of the Transition Application and a certified copy of the Notice of Articles. Please choose one of the following notification methods:**

a.  Email to the following address.

b.  Pick up at the Corporate Registry. If by an agent, enter the agent's name. If by courier or an individual, enter a contact name and telephone number so the Corporate Registry can advise when the documents are ready.

**OR**

c.  Mail to the mailing address of the Registered Office shown below.  
 208 Main Street  
 Sooke BC V2T 7N9  
 CANADA

**OR**

d.  Mail the documents to the address I have entered below:

Last Name:  First Name:  Middle Name:

Address Line 1:

**Notification**

A certified copy of the filed Transition Application will be produced when you have finished the filing.

You must choose how you want the filed document delivered to you. You can choose email (immediate), ordinary mail (delivery in 1 or more weeks) or to pick up at the Corporate Registry by courier or agent at 940 Blanshard Street in Victoria, B.C.

Then click Next to continue.

TRANSITION APPLICATION [Read the Overview ?](#)

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File Your Form [HELP ?](#)

Please use the "View Draft Filing" button below to view the information you entered before your form is filed. If necessary, click the Back button to make any changes. When you are ready, click the Submit button to file your form with the Corporate Registry.

[View Draft Filing](#)

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**Folio Information** [HELP ?](#)

You may enter a folio or reference number below. This number will appear on your receipt.

Folio Reference Number:

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**Send a receipt to your email address** [HELP ?](#)

If you would like a receipt sent to you via email, enter the email address below.

Email Address:

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[Back](#) [Submit](#)

### File Your Form

All required information for filing the Transition Application has been entered. If you would like to review what you have entered, click on the "View Draft Filing" button. Then click on Back or the appropriate link in the left sidebar to make any changes.

The number that you enter in the Folio Reference Number will appear on your receipt. You may want to enter a number to keep track of the filing.

If you would like an acknowledgement of the receipt of the filing emailed to you, then enter your email address. The receipt will also be displayed on the next screen.

When you are satisfied with the information that you have entered and you wish to complete the filing click on the Submit button.

There is no cost for this filing.

TRANSITION APPLICATION	
<a href="#">Read the Overview ?</a>	
<b>Your Receipt</b>	
<b>This is your receipt. Please use the buttons above to print this receipt and your copy of the Transition Application for your records.</b>	
<b>Form Filed:</b>	Transition Application
<b>Incorporation Number:</b>	BC0623689
<b>Company Name:</b>	TRANSITIONS R US
<b>Filing Date and Time:</b>	June 14, 2005 4:33 PM Pacific Time
<b>Notification Method:</b>	EMAIL
<b>Submitting Party Name:</b>	Emma Thompson
.....	
<b>Payment Method:</b>	No fee for this transaction
<b>Folio Number:</b>	Trans-06-15-05

## Your Receipt

The Transition Application has been successfully filed. See the example above. If you entered an email address on the previous page, a receipt will be emailed to you. Otherwise click on the blue Print Receipt button. The filed document can be printed as well by clicking on the blue Print Filed Document button. When you are finished printing click Return to Services Menu to return to the Main Menu. **Please keep your receipt with your company records.**

If you do not already have a copy of “Part 3 – Completing the Transition Process” go back to the Main Menu of Corporate Online and click on the “Download the Transition Guide” link and download a copy. Part 3 covers the other things you may need to do to ensure your company’s records comply with the new Act. Part 3 DOES NOT require you to file anything else with the Corporate Registry.