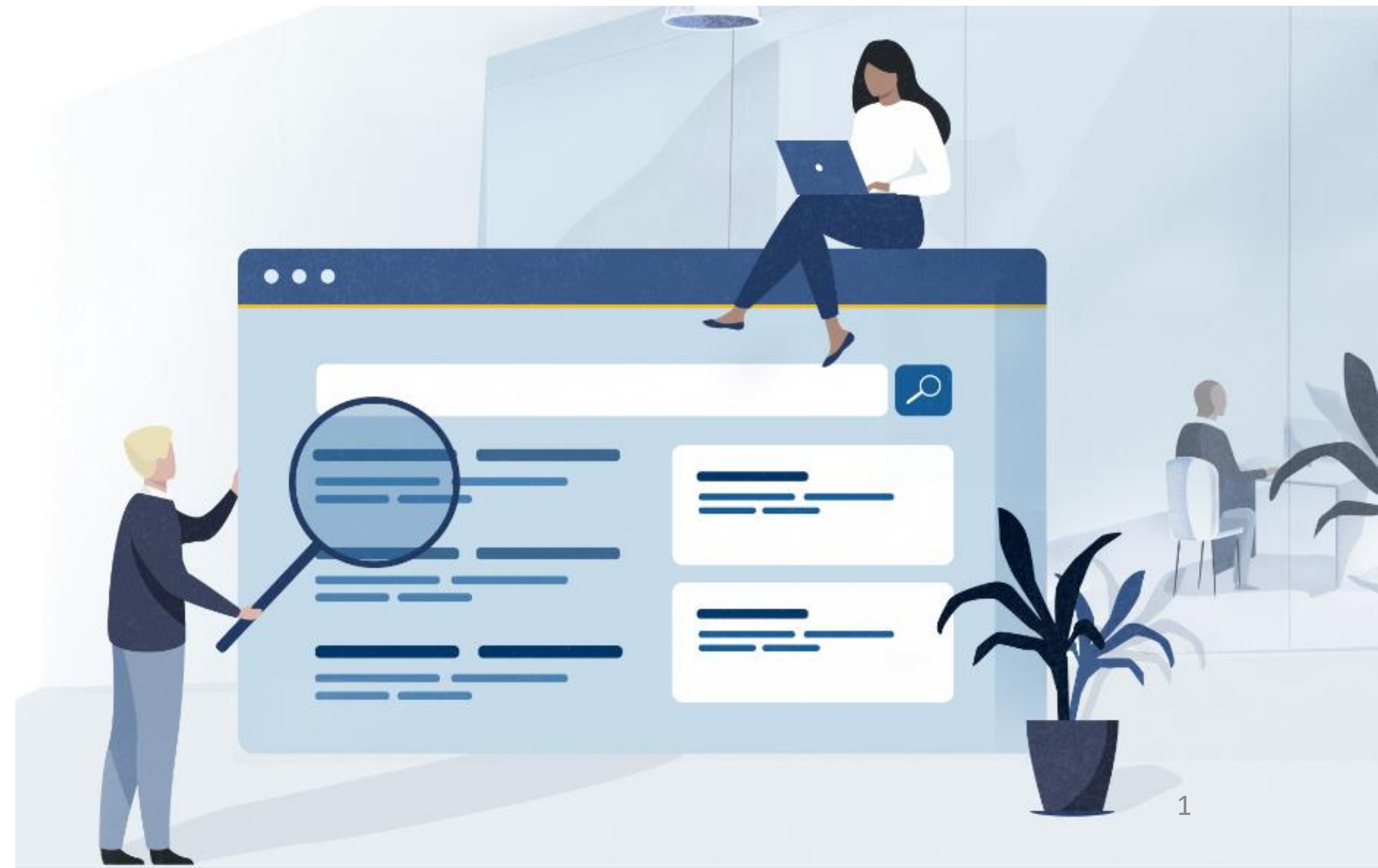




# Address Change

How to file a change of address in the BC Business Registry

Last updated: **May 26, 2026**



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## Getting Started: Log into your BC Registry Account

Go to BC Registries and Online Services <https://www.bcregistry.gov.bc.ca/en-CA/login>

**(1)** To log in to your BC Registries account, choose your preferred login method.

BRITISH COLUMBIA BC Registries and Online Services

What's New Log in Create Account

### BC Registries Account Login

Illustration of a person at a computer screen.

Login with BC Services Card

2FA Login with BCeID

Login with IDIR

# Navigate to My Business Registry and Manage Business

## BC Registries Dashboard

Access to your BC Registries account product and services

My Products and Services (3)



### My Business Registry

Register or incorporate a business, manage name requests and keep business records up to date.

Open >

(1) Locate **My Business Registry** and click “**Open.**”

(2) If your company is not linked to your BC Registries account, search for it by entering the incorporation number or company name in the search bar.

## My Business Registry

Start B.C. based businesses and keep business records up to date.

[Help with Starting and Managing a Business](#)

Retrieve an existing business or active Name Request to manage:

My business name, incorporation number, or registration number

For example: "Joe's Plumbing Inc.", "BC1234567", "FM1234567"

Existing Business  Name Request

My List (22)

Columns to Show

Business Name

Number

Type

Status

Actions

X

Number

Type

Status

Clear Filters X

TESTING NAME ALTER NAME LIMITED

BC1147705

BC Limited Company

Active

Manage Business

**Note:** If your company is already linked, you will see it in “**My List.**”

(3) Once you find your company or if it is already linked, select the company and click “**Manage Business.**”

# File a Change of Address

The screenshot shows the BC Registries Dashboard for a company named 'TESTING NAME ALTER NAME LIMITED'. The dashboard includes a navigation bar at the top with a back arrow and the breadcrumb 'BC Registries Dashboard > My Business Registry > TESTING NAME ALTER NAME LIMITED'. Below the navigation bar, the company name and 'BC Limited Company' are displayed. To the right, there is a summary of business information: Business Number, Incorporation Number (BC1147705), Email (email@email.co), and Phone ((555) 555-5555). Below this, there are three action buttons: 'View and Change Business Information', 'Business Summary', and 'More Actions'. The main content area is divided into three sections: 'To Do (0)' with a message 'You don't have anything to do yet', 'History (9)' with two entries for 'Annual Report (2025)' and 'Director Change', and 'Office Addresses'. The 'Office Addresses' section is expanded to show 'Registered Office' (Delivery Address: 200-940 Blanshard Street, Victoria BC V8W 3E6, Canada) and 'Mailing Address' (Same as above). A 'Records Office' section is partially visible. A blue box highlights the 'Change' button in the 'Office Addresses' section.

From the company dashboard, find the office address on the right side of the screen. To make the change, select **“Change.”**

An **“Address Change Effective 12:01 am”** pop-up will appear. It explains that the change will take effect the next day (including weekends) at 12:01 a.m.

**IMPORTANT:** After you submit an address change, you will not be able to complete any other filings. Make sure you complete any required filings before you continue.



The screenshot shows a dark blue header with the text 'Address Change Effective 12:01 am'. Below the header, there is a white box containing the following text: 'Address changes take effect at 12:01 am Pacific time. No other filings can be performed until an Address Change has taken effect.' and 'If you need to perform other filings today, file them prior to your Address Change filing.' At the bottom of the white box, there are two blue links: 'Return to dashboard' on the left and 'Continue to Change of Address' on the right.

# File a Change of Address

**TESTING NAME ALTER NAME LIMITED**  
BC Limited Company

**Business Number:** !  
**Incorporation Number:** BC1147705  
**Email:** email@email.com  
**Phone:** (555) 555-5555

## Address Change

**1. Address Information**  
Please change your Registered Office Address and Records Address.

*Any address update will be effective tomorrow.*

<b>Registered Office</b>	<b>Delivery Address</b> 200-940 Blanshard Street Victoria BC V8W 3E6 Canada	<input type="button" value="Change"/>
	<b>Mailing Address</b> 200-940 Blanshard Street Victoria BC V8W 3E6 Canada	
<b>Records Office</b>	<b>Delivery Address</b> 200-940 Blanshard Street Victoria BC V8W 3E6 Canada	
	<b>Mailing Address</b> 200-940 Blanshard Street Victoria BC V8W 3E6 Canada	

**Fee Summary**  
Total Fees CAD **\$0.00**

**Note:** "Any address update will be effective tomorrow."

You will be taken to the Address Change screen. Select "**Change**" to continue.

There is a fee of \$21.50 to update the address. This amount will appear in the **fee summary** once you start the update.

## File a Change of Address

**(1)** For the Registered Office, enter the new delivery address. If the mailing address is the same, select **"Same as Delivery Address."** If it is different, enter the mailing address.

**(2)** For the Records Office, enter the new delivery address. If the mailing address is the same, select **"Same as Delivery Address."** If it is different, enter the mailing address.

**(3)** Once you have updated the addresses for both the Registered and Records Office, select **"Update Addresses."**

The screenshot displays a web form for filing a change of address. It is divided into two main sections: 'Registered Office' and 'Records Office'. Each section contains a 'Delivery Address' form with fields for Country (Canada), Street Address (1234 Wallaby Way), Additional Street Address (Optional), City (Victoria), Province (British Columbia), and Postal Code (V9W 3E6). Below the address fields is a 'Mailing Address' section with a checkbox labeled 'Same as Delivery Address', which is checked in both sections. At the bottom right of the form, there is a blue 'Update Addresses' button and a grey 'Cancel' button. On the right side of the form, there is a 'Fee Summary' box with a dark blue header and a white body, showing 'Total Fees' as 'CAD \$0.00'. A blue box highlights the 'Update Addresses' button, and a blue line connects it to the third instruction box on the left.

# Review and Confirm Authorization of the Address Change

Check that the addresses you entered are correct.

**(1)** If needed, you can enter a Folio or Reference number. **This is optional.**

**(2)** Check the box to confirm that the information is correct and that you are authorized to submit the filing.

**(3)** Select **File and Pay**

**1. Address Information**  
Please change your Registered Office Address and Records Address.

*Any address update will be effective tomorrow.*

<b>Registered Office</b>	<b>Delivery Address</b> 1234 Wallaby Way Victoria BC V9W 3E6 Canada	<a href="#">Change</a> <b>Reset</b>
	<b>Mailing Address</b> Mailing Address same as above	
<b>Records Office</b>	<b>Delivery Address</b> 1234 Wallaby Way Victoria BC V9W 3E6 Canada	
	<b>Mailing Address</b> Mailing Address same as above	

**2. Folio or Reference Number (Optional)**  
This is meant for your own tracking purposes and will appear on your receipt.

Folio or Reference Number: Folio or Reference Number (Optional)

**3. Authorization**  
Confirm your authorization to complete and submit this application. The name of the person submitting this filing will be displayed in the history of filings for this BC Limited Company.

**Confirm Authorization**  
 confirm that the information provided is correct and that I am authorized to submit this filing on behalf of the BC Limited Company.

Date: May 13, 2026

**Note:** It is an offence to make a false or misleading statement in respect of a material fact in a record submitted to the Corporate Registry for filing. See section 427 of the *Business Corporations Act*.

Save Save and Resume Later **File and Pay** Cancel

This amount will appear in the **fee summary**

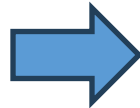
If the information is not correct, you can make changes by selecting **“Reset.”**

# View or Download your Address Change Documents

Once the filing is complete, you are returned to your company dashboard. Once the filing take effect, you can go to **history** to view and open your address change documents.

**Address Change**  
FILED AND PAID (filed by BCREGTEST Lucille TWENTY on May 14, 2026) | EFFECTIVE as of May 15, 2026 [Hide Documents](#)

- [Address Change](#)
- [Notice Of Articles](#)
- [Receipt](#)
- [Download All](#)



**BRITISH COLUMBIA**  
BC Limited Company - Business Corporations Act

**ADDRESS CHANGE**

**TESTING NAME ALTER NAME LIMITED**

**Incorporation Number:** BC1147705  
**Filed Date and Time:** May 14, 2026 at 8:40 am Pacific time

CERTIFIED COPY of a document filed with the Province of British Columbia Registrar of Companies  
KATHLEEN ASSAF  
May 14, 2026 at 9:22 am Pacific time

**Registered Office Information**

<b>Mailing Address</b> <small>NEW</small>	<b>Delivery Address</b> <small>NEW</small>
1234 Wallaby Way Victoria BC V9W 3E6 Canada	1234 Wallaby Way Victoria BC V9W 3E6 Canada

**Records Office Information**

<b>Mailing Address</b> <small>NEW</small>	<b>Delivery Address</b> <small>NEW</small>
1234 Wallaby Way Victoria BC V9W 3E6 Canada	1234 Wallaby Way Victoria BC V9W 3E6 Canada

BC Registry Services | Filing #864172 | Incorporation # BC1147705 | Page 1 of 1

**BRITISH COLUMBIA**  
BC Limited Company - Business Corporations Act

**NOTICE OF ARTICLES**

**TESTING NAME ALTER NAME LIMITED**

**Incorporation Number:** BC1147705  
**Issued Date and Time:** May 15, 2026 at 12:01 am Pacific time  
**Recognition Date and Time:** November 8, 2024 at 9:32 am Pacific time

CERTIFIED COPY of a document filed with the Province of British Columbia Registrar of Companies  
KATHLEEN ASSAF  
June 3, 2026 at 9:52 pm Pacific time

**NOTICE OF ARTICLES**

**Name of Company:** TESTING NAME ALTER NAME LIMITED

**Registered Office Information**

<b>Mailing Address</b>	<b>Delivery Address</b>
1234 Wallaby Way Victoria BC V9W 3E6 Canada	1234 Wallaby Way Victoria BC V9W 3E6 Canada

**Records Office Information**

<b>Mailing Address</b>	<b>Delivery Address</b>
1234 Wallaby Way Victoria BC V9W 3E6 Canada	1234 Wallaby Way Victoria BC V9W 3E6 Canada

**Director Information**

<b>TESTER 1, TOMMY</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
	200-940 Blanshard St Victoria BC V8W 3E6 Canada	200-940 Blanshard St Victoria BC V8W 3E6 Canada
<b>TESTER 2, TIMOTHY</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
	200-940 Blanshard St Victoria BC V8W 3E6 Canada	200-940 Blanshard St Victoria BC V8W 3E6 Canada

BC Registry Services | Filing #864172 | Incorporation # BC1147705 | Page 1 of 2



**ServiceBC**

BC Registries and Digital Services

# Contact us

- ▶ Contact the BC Registries team for additional support with this process



**By Phone**

1-800-663-6102



**By Email**

[bcolhelp@gov.bc.ca](mailto:bcolhelp@gov.bc.ca)



**In Person at a**

[Service BC Location](#)