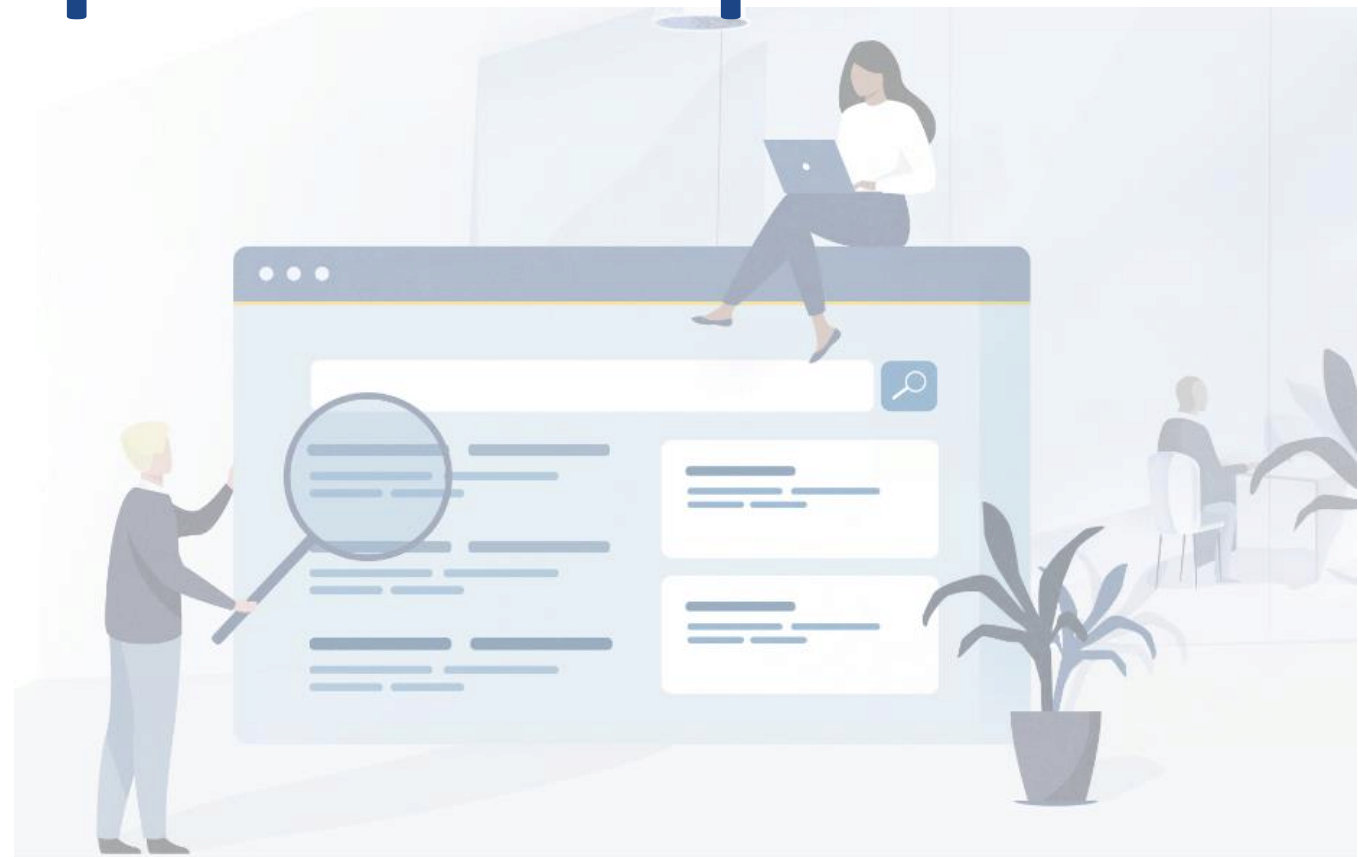




**ServiceBC**

BC Registries and Online Services

# How to file a cooperative special resolution



November 2023

# Cooperative Special Resolution Quick Guide

Step: Log into BC Registry application and open the My Business Registry

Log into your BC Registry account: <https://www.bcregistry.gov.bc.ca/>

Click "Open"

The screenshot displays the BC Registries Dashboard. At the top, the header includes the British Columbia logo, the text 'BRITISH COLUMBIA BC Registries and Online Services', a 'Notifications' bell icon, and a user profile for 'KENDRA SAUNDERS MNO Services Ltd'. Below the header is a navigation bar with a back arrow and the text 'BC Registries Dashboard'. The main content area is titled 'BC Registries Dashboard' with the subtitle 'Access to your BC Registries account product and services'. Under the heading 'My Products and Services (4)', there are three cards. The first card, 'My Business Registry', features an illustration of three people in a meeting and a blue 'Open >' button. A blue arrow points from the text 'Click "Open"' to this button. The second card is 'Add Product and Services' with a description: 'To request access to additional products and services, contact the account Administrator of your BC Registries account.' The third card is 'Help with How to Use BC Registries Products and Services'.

## My Business Registry

[Get Started with a B.C. Based Business](#)

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, or registration number



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

Existing business  Name Request

My List (1)

Columns to Show

Business Name

Number

Type

Status

Actions

Name

Number

Type

Status

**INNERSCAPES PHOTO COOPERATIVE**

CP1002599

**BC Cooperative Association**

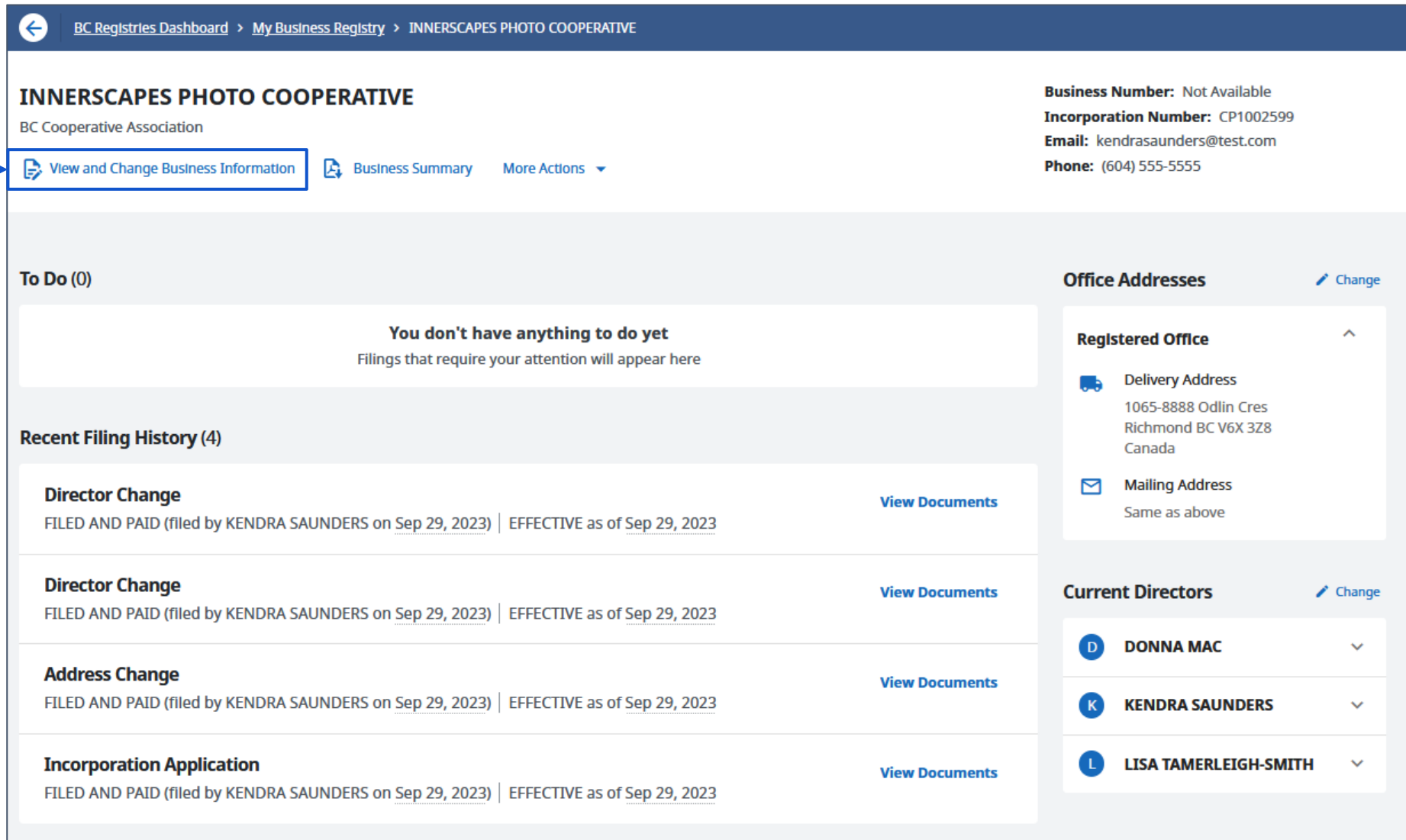
Active

Manage Business

Click "Manage Business" to view the cooperative business page

## Step: Click “View and Change Business Information”

Click “View and Change Business Information” to file a special resolution.



BC Registries Dashboard > My Business Registry > INNERSCAPES PHOTO COOPERATIVE

### INNERSCAPES PHOTO COOPERATIVE

BC Cooperative Association

**Business Number:** Not Available  
**Incorporation Number:** CP1002599  
**Email:** kendrasaunders@test.com  
**Phone:** (604) 555-5555

[View and Change Business Information](#) [Business Summary](#) [More Actions](#)

#### To Do (0)

You don't have anything to do yet  
Filings that require your attention will appear here

#### Recent Filing History (4)

<b>Director Change</b> FILED AND PAID (filed by KENDRA SAUNDERS on Sep 29, 2023)   EFFECTIVE as of Sep 29, 2023	<a href="#">View Documents</a>
<b>Director Change</b> FILED AND PAID (filed by KENDRA SAUNDERS on Sep 29, 2023)   EFFECTIVE as of Sep 29, 2023	<a href="#">View Documents</a>
<b>Address Change</b> FILED AND PAID (filed by KENDRA SAUNDERS on Sep 29, 2023)   EFFECTIVE as of Sep 29, 2023	<a href="#">View Documents</a>
<b>Incorporation Application</b> FILED AND PAID (filed by KENDRA SAUNDERS on Sep 29, 2023)   EFFECTIVE as of Sep 29, 2023	<a href="#">View Documents</a>

#### Office Addresses [Change](#)

**Registered Office**

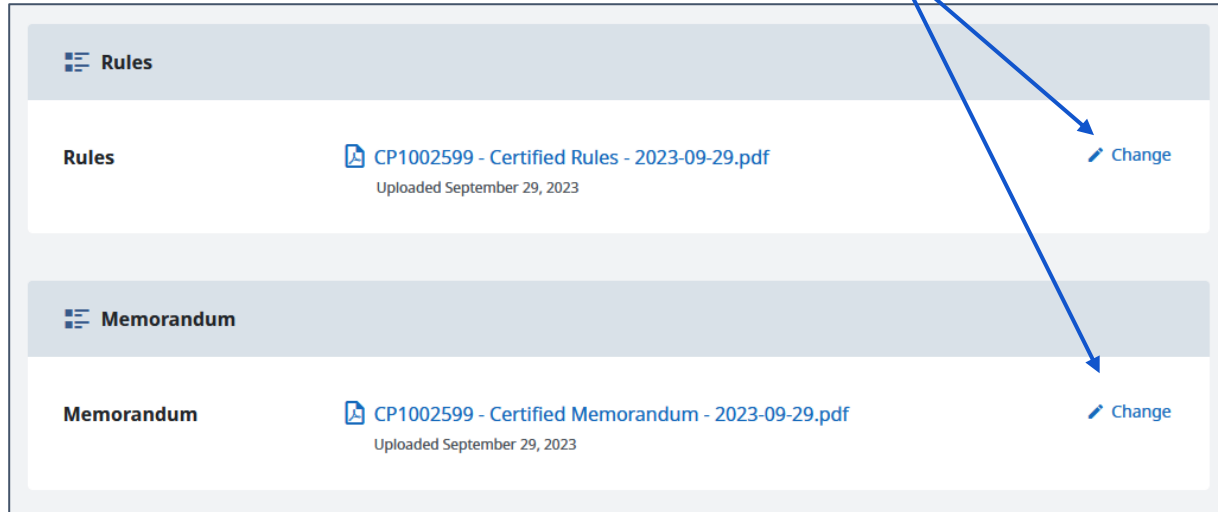
- Delivery Address**  
1065-8888 Odlin Cres  
Richmond BC V6X 3Z8  
Canada
- Mailing Address**  
Same as above

#### Current Directors [Change](#)

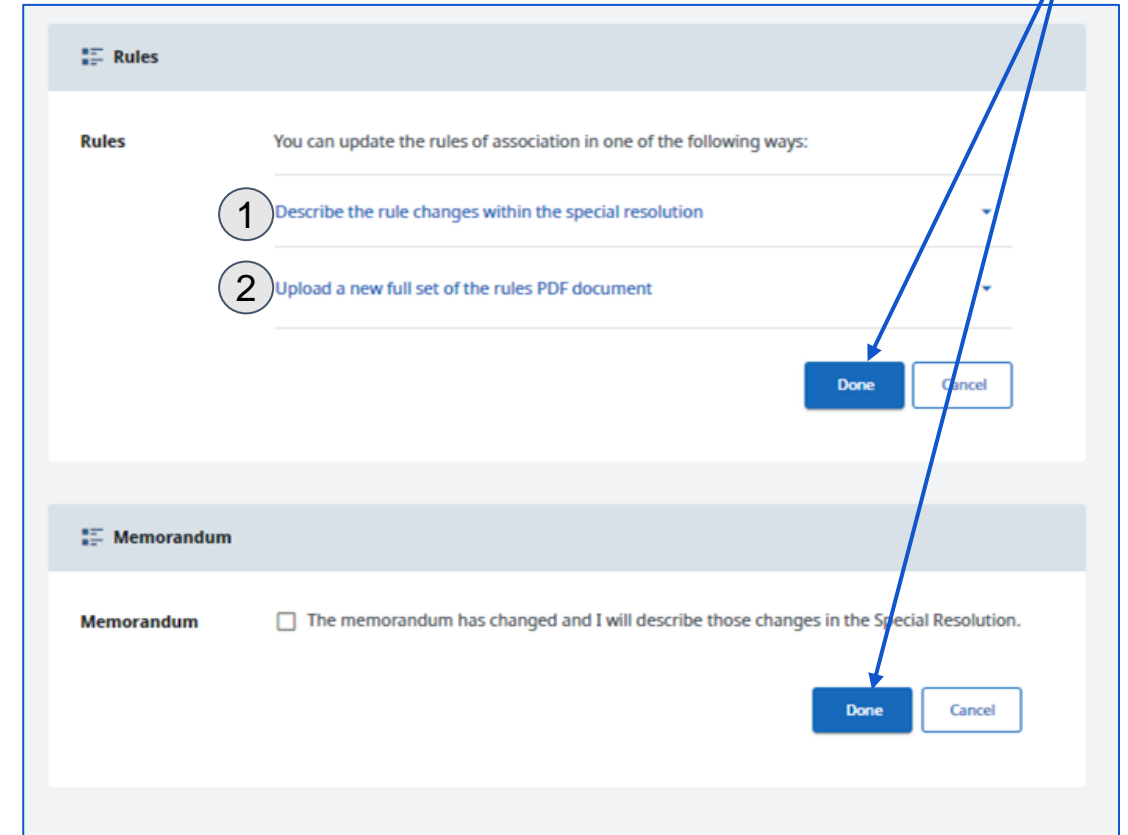
- D DONNA MAC**
- K KENDRA SAUNDERS**
- L LISA TAMERLEIGH-SMITH**

## Step: Click “View and Change Business Information”

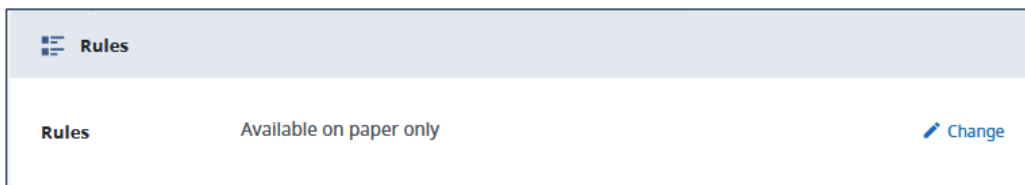
Click “**Change**” to expand the Rules and/or Memorandum.



Make changes to the Rules and/or Memorandum as needed and click “**Done**”.



Screen if Rules (or Memorandum) have not been previously uploaded.



Rules can be updated in 2 ways:  
1) Describe the changes on the Special Resolution (SR);  
2) Upload a PDF of the new Co-op Rules to obtain a certified copy and describe the changes in the SR.

## Step: Undo changes if needed

The Changes to Rules & Memorandum will display as changed.

The screenshot displays a user interface with two main sections: 'Rules' and 'Memorandum'. Both sections show a document icon, a filename, an upload date, and a 'CHANGED' status. A green checkmark and a message indicate that changes will be described in the special resolution text. An 'Undo' button is present in each section. A callout box with a white background and black border points to the 'Undo' buttons with the text: 'To reverse the changes made, click "Undo".'

**Rules**

Rules  
CHANGED

CP1002599 - Certified Rules - 2023-09-29.pdf  
Uploaded September 29, 2023

✓ Changes will be described in the special resolution text.

Undo

**Memorandum**

Memorandum  
CHANGED

CP1002599 - Certified Memorandum - 2023-09-29.pdf  
Uploaded September 29, 2023

✓ Changes will be described in the special resolution text.

Undo

**Fee Summary**

Special resolution	\$70.00
Total Fees	CAD <b>\$70.00</b>

Cancel Save and Resume Later

Review and Certify >

To reverse the changes made, click "Undo".

## Step: Enter special resolution details

More information about special resolutions and the form to use is included in the help section.

Complete the Special Resolution section, indicating which rules and/or memorandum have changed.

Complete the fields indicating who has signed the special resolution and the date of signing.

Complete all fields for Special Resolution  
Click "Done".

[? Help with Special Resolution](#)

**Special Resolution**  
Enter the date the special resolution passed and the text as it appears on your printed form.

**Resolution Date**  
Resolution Date  
September 29, 2023

**Resolution Text**  
Full text of the resolution

Note: If you are pasting text, **we recommend pasting plain text** to avoid formatting and font issues with PDF and printed registrations. If you have pasted text other than plain text, verify that your documents are correct. If they are not correct, they will need to be amended.

**Resolution Signature**  
Enter the full name of the person who signed the special resolution and the date they signed it.

**Signing Party**

First Name Kendra	Middle Name (Option...)	Last Name Saunders
----------------------	-------------------------	-----------------------

**Date Signed**  
Date Signed  
September 29, 2023

**Fee Summary**

Special resolution	\$70.00
<b>Total Fees</b>	<b>CAD \$70.00</b>

[Cancel](#)

[Save and Resume Later](#)

[Review and Certify >](#)

[Done](#)

## Step: Review and certify the special resolution

### Rules

**Rules** CP1002449 - Certified Rules - 2022-07-25.pdf Undo  
This document was uploaded on July 25, 2022. Please refer to the special resolution filed after this date to view any changes to the rules.  
✓ New changes will be described in the special resolution text.

### Memorandum

**Memorandum** CP1002449 - Certified Memorandum - 2022-07-25.pdf Undo  
This document was uploaded on July 25, 2022. Please refer to the special resolution filed after this date to view any changes to the memorandum.  
✓ New changes will be described in the special resolution text.

### Special Resolution

You have made changes that require a special resolution to be submitted. The full text of the special resolution must be entered.

[Help with Special Resolution](#)

**Special Resolution**  
Enter the date the special resolution passed and the text as it appears on your printed form.

**Resolution Date**

**Resolution Text**

Text of resolution at the discretion of the Co-op, indicating which rules and/or memorandum has changed.

Note: If you are pasting text, we recommend pasting plain text to avoid formatting and font issues with PDF and printed registrations. If you have pasted text other than plain text, verify that your documents are correct. If they are not correct, they will need to be amended.

**Resolution Signature**  
Enter the full name of the person who signed the special resolution and the date they signed it.

**Signing Party**

<input type="text" value="First Name Kendra"/>	<input type="text" value="Middle Name (Option..."/>	<input type="text" value="Last Name Saunders"/>
--	---	---

**Date Signed**

[Done](#)

### Fee Summary

Special resolution	\$70.00
<b>Total Fees</b>	<b>CAD \$70.00</b>

[Cancel](#)

[Save and Resume Later](#)

[Review and Certify >](#)

Confirm the Special Resolution, scroll to bottom and click “Done”.

Confirm and the page and click “Review and Certify”.

### Special Resolution

You have made changes that require a special resolution to be submitted. The full text of the special resolution must be entered.

[Help with Special Resolution](#)

**Special Resolution** Change

**Resolution Date**

**Resolution Text**

Text of the resolution of the Co-op, indicating which rules and/or memorandum have changed.

**Signing Party**

**Date Signed**

### Fee Summary

Special resolution	\$70.00
<b>Total Fees</b>	<b>CAD \$70.00</b>

[Cancel](#) [Save and Resume Later](#)

[Review and Certify >](#)



## Step: Confirm, file and pay

### Review and Confirm

Changes were made to your business information that require a filing. Review and certify the changes you are about to make to your business.

#### Summary of Changes to File Delete

**Rules** Changes will be described in the special resolution

**Memorandum** Changes will be described in the special resolution

#### Special Resolution

**Resolution Date** September 1, 2023

**Resolution Text** Text of resolution at the discretion of the Co-op, indicating which rules and/or memorandum has changed.

**Signing Party** Kendra Saunders

**Date Signed** September 29, 2023

#### Confirm Special Resolution

I confirm the following:

- The special resolution was passed by **INNERSCAPES PHOTO COOPERATIVE**.
- A printed copy of the signed special resolution (Form 06 COO) has been retained with the Cooperative Association's records.

#### Fee Summary

Special resolution \$70.00

Total Fees CAD **\$70.00**

< Back

Cancel

Save and Resume Later

File and Pay >

Click "File & Pay".

#### 1. Documents Delivery

Copies of the special resolution documents will be sent to the following email address listed below.

**Registered Office** kendrasaunders@test.com

**Completing Party** magdalena.szymanski@gov.bc.ca

#### 2. Folio or Reference Number for this Filing

Enter the folio or reference number you want to use for this filing for your own tracking purposes. The Business Folio or Reference Number is displayed below (if available). Entering a different value below will not change the Business Folio or Reference Number. Only the number below will appear on the transaction report and receipt for this filing.

**Folio or Reference Number**

Folio or Reference Number (Optional)

#### 3. Completing Party

**Name**

**Mailing Address**

 **KENDRA SAUNDERS**

1175 Douglas St  
Victoria BC V8W 2E1  
Canada

#### 4. Certify

Enter the legal name of the person authorized to complete and submit these changes.

**Legal Name**

Legal name of authorized person  
KENDRA SAUNDERS

**NOTE: Legal name auto-populates.**

I, **KENDRA SAUNDERS**, certify that I have relevant knowledge of the BC Cooperative Association and I am authorized to make this filing.

**Date:** 2023-09-28

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 200 of the Cooperative Association Act.

Review and confirm information - click "Confirm Special Resolution".

Check the Legal Name Checkbox.

## Step: Download special resolution documents

Special Resolution is complete and documents are available for download.

[BC Registries Dashboard](#) > [My Business Registry](#) > INNERSCAPES PHOTO COOPERATIVE

### INNERSCAPES PHOTO COOPERATIVE

BC Cooperative Association

[View and Change Business Information](#) [Business Summary](#) [More Actions](#)

**Business Number:** Not Available  
**Incorporation Number:** CP1002599  
**Email:** kendrasaunders@test.com  
**Phone:** (604) 555-5555

#### To Do (0)

You don't have anything to do yet  
Filings that require your attention will appear here

#### Recent Filing History (5)

##### Special Resolution

FILED AND PAID (filed by KENDRA SAUNDERS on Sep 29, 2023) | EFFECTIVE as of Sep 29, 2023 [Hide Documents](#)

- [Special Resolution](#)
- [Receipt](#)
- [Special Resolution Application](#)
- [Download All](#)

#### Office Addresses [Change](#)

##### Registered Office

**Delivery Address**  
1065-8888 Odlin Cres  
Richmond BC V6X 3Z8  
Canada

**Mailing Address**  
Same as above

#### Current Directors [Change](#)

- D DONNA MAC**
- K KENDRA SAUNDERS**
- L LISA TAMERLEIGH-SMITH**

#### Director Change

# Sample special resolution documents



## SPECIAL RESOLUTION

BC Cooperative Association - Cooperative Association Act

**INNERSCAPES PHOTO COOPERATIVE**

<b>Incorporation Number:</b>	CP1002599	<b>CERTIFIED COPY</b> of a document filed with the Province of British Columbia Registrar of Companies   <b>T.K. SPARKS</b>
<b>Filed Date and Time:</b>	September 29, 2023 at 2:07 pm Pacific time	
<b>Special Resolution Type:</b>	Special Resolution	
<b>Resolution Date:</b>	September 29, 2023	
<b>Retrieved Date and Time:</b>	September 29, 2023 at 2:07 pm Pacific time	

### Special Resolution

Text of the resolution of the Co-op, indicating which rules and/or memoranda

**Signed By:** Kendra Saunders  
**Signed On:** September 29, 2023



## SPECIAL RESOLUTION APPLICATION

BC Cooperative Association - Cooperative Association Act

**INNERSCAPES PHOTO COOPERATIVE**

<b>Incorporation Number:</b>	CP1002599	<b>CERTIFIED COPY</b> of a document filed with the Province of British Columbia Registrar of Companies   <b>T.K. SPARKS</b>
<b>Recognition Date and Time:</b>	September 29, 2023 at 1:15 pm Pacific time	
<b>Filed Date and Time:</b>	September 29, 2023 at 2:07 pm Pacific time	
<b>Retrieved Date and Time:</b>	September 29, 2023 at 2:08 pm Pacific time	

**Rules**  
 Changes will be described in the special resolution text.

---

**Memorandum**  
 Changes will be described in the special resolution text.

---

**Special Resolution**  
 Changes will be described in the special resolution text.

---

**Certification**  
 KENDRA SAUNDERS certifies that they have relevant knowledge of the Cooperative Association and is authorized to make this filing.



## RECEIPT

**TEST COOPERATIVE SERVICES OCM**
Receipt #37663

<b>Incorporation Number:</b>	CP1002499
<b>Filed Date and Time:</b>	Aug 18, 2023 at 2:22 PM Pacific time

### Transactions

Product Purchased	Folio	Date	Fee	GST	Service Charge	Total
Special resolution	-	2023-08-18	\$70.00	\$0.00	\$0.00	<b>\$70.00</b>
Incorporation Number: CP1002499						
<b>AMOUNT:</b>			\$70.00	\$0.00	\$0.00	<b>\$70.00</b>

Payment Method: Credit Card  
 Reference Number: REGT00713207