

Restoring a Cooperative Association

Thank you for your request on how to restore a cooperative association.

This package provides information on the restoration of an extraprovincial cooperative association (corporation) dissolved 10 years or less. Section 197 (4) of the *Cooperative Association Act* provides for the restoration of a corporation, not more than 10 years after the date of the dissolution or cancellation.

STEP ONE

Name Request Fee: \$30

The first step in restoration is to ensure the name of the cooperative is available. As the name is no longer protected once struck from the Corporate Register, the original name may not be available for restoration. Should this occur, restoration may be applied for under a name the registrar approves. The Name Request form (FORM NR) attached allows you to make a maximum of three choices of names, in descending order of preference.

Note: In the "Additional Information" section of the Name Request form, print or type the word "Restoration".

You can apply for the company's name in the following ways:

ONLINE OPTIONS:

- Submit your Name Approval Request electronically through Name Requests Online at www.bcregistrynames.gov.bc.ca. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30.00 and a BC OnLine service fee of \$1.50.
- If you have a BC OnLine account you can submit your request electronically at www.bconline.gov.bc.ca.

IN-PERSON OPTIONS:

- Visit your local Service BC Centre. Once you've paid the fee, they will submit your request to the Corporate Registry. For a location near you, go to www.servicebc.gov.bc.ca.
- Visit your local OneStop service delivery location. Once you've paid the fee, they will submit your request to the Corporate Registry. User fees may apply. For a location near you, go to www.bcbusinessregistry.ca.

OneStop service delivery locations are able to assist with some business start-up information. Once your business has been established, the OneStop locations are a great source for business resource materials.

MAILING OPTIONS

- Mail your Name Request form along with a cheque or money order for \$30.00 payable to the Minister of Finance, to:

Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3.

Restoration documentation cannot be processed until your corporate name has been approved and reserved.

Note: Once your name is approved, it is reserved for you for a period of 1 year plus 56 calendar days.

For further information regarding completion of your Name Request form, contact the Corporate Registry at 1 877 526-1526. Corporate Registry staff cannot provide legal or business advice.

STEP TWO

If the cooperative, at the time of cancellation of registration, held land, an interest in land or personal property, refer to **Appendix A**.

STEP THREE

The next step is an application to the Supreme Court of British Columbia (the court) for an order to restore the cooperative association to the Corporate Register. This is a two-part procedure. The first part is outlined here in **Step Three**, the second part is outlined in **Step Seven**.

For complete instructions and information on the court restoration process and fees, contact the British Columbia Superior Courts. Visit www.courts.gov.bc.ca for a listing of court addresses, phone and fax numbers.

To obtain the Court Services restoration forms (Affidavit [FORM 109]; Consent order [FORM 34]; and Requisition for consent order or for order without notice [FORM 31]), go to www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/sup-civil-forms.

If you require assistance, contact the British Columbia Superior Court in your area or seek legal advice. BC Registry Services staff cannot assist you with the completion of these court documents.

The initial application to the court consists of a requisition and the first affidavit. For the majority of applications, the following facts must be established:

- The date the entity was dissolved or registration of the extraprovincial entity cancelled.
- The identity of the party applying for restoration.
- The reasons and interest in applying for restoration.
- The reasons why an order should be made retrospectively.

The affidavit must set out all of the facts necessary to support the application and be based on personal knowledge.

Note: The cooperative may apply for restoration for a limited period of time for a period up to and including two years. This limited period of restoration is to be set out in the initial application (requisition and affidavit) to the court. When the limited restoration expires, the corporation is again struck from the Corporate Register.

Note: Should the cooperative apply for restoration under a new name, both names must be set out in the initial application (requisition and affidavit) to the court (e.g. Old Name being restored as New Name).

Once the initial application is completed and the affidavit has been witnessed by a notary public or commissioner for taking oaths, return the application, in duplicate, along with the required fees, to the court. The court clerk will file one copy, open your action number, and stamp and return the duplicate copy of the application to you.

STEP FOUR

Fax or mail the stamped duplicate copy of the application (consisting of requisition and affidavit) to the Registrar of Companies. Our fax number is 250 356-8923 or mail to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3. Ensure your application contains your complete name and mailing address or a covering letter.

Upon receipt of the filed copy of the application this office will prepare the registrar's consent to the restoration and forward it to the submitting party by mail.

All applications are processed on a first-come, first served basis, unless you pay a priority fee. If you wish the registrar's consent on a priority basis, a fee of \$100 will be required.

STEP FIVE

While waiting to receive the registrar's consent, you must advertise your intent to restore the corporation in the British Columbia Gazette for one week prior to the date of the court granting the order. For information on the gazetting process, including the insertion date (notices must reach the British Columbia Gazette, no later than 1:30 p.m. on the date indicated on their Insertion Schedule) for publication and the fees required, contact Crown Publications. The phone number is 250 387-4191, the fax number is 250 387-1120 or mail to PO Box 9452 Stn Prov Govt, Victoria BC V8W 9V7 or visit their website at www.crownpub.bc.ca.

SAMPLE WORDING FOR THE GAZETTE NOTICE:

RESTORATION APPLICATION

Take notice that a restoration application will be made to the registrar of companies to restore: *[insert cooperative association name], [insert registration number]*.

Dated at *[insert city]*, B.C., this *[insert day]* day of *[insert month]*, *[insert year]*. – *[insert name of person applying for gazette notice], [insert relationship to company]*.

Note: Should the entity apply for restoration for a limited period of time, this limited period of restoration (maximum two years) set out in the initial application must also be set out in the gazette notice.

Note: Should the entity apply for restoration under a new name, both names must be set out in the notice (e.g. Old Name being restored as New Name).

The British Columbia Gazette will mail the submitting party a copy of the weekly publication the notice has been published in.

STEP SIX

Included with the registrar's consent will be a copy of a corporate search conducted on the entity. When received, send by registered mail a notice of your intent to restore the entity to the last registered office address on file with the Registrar of Companies (or to the head office within the province of British Columbia for extraprovincial entities) as indicated on this search print. Retain mailing receipts and a copy of the notice.

STEP SEVEN

The applicant must file a subsequent affidavit and a draft order with the Supreme Court of British Columbia (the court). This second affidavit must establish by personal knowledge that:

- Notice of the initial application was sent to the Registrar of Companies and that the registrar has consented to the restoration (the registrar's consent should be attached as an exhibit).
- Notice of the initial application was published in the British Columbia Gazette (the entire page of the British Columbia Gazette showing the date of publication must be attached as an exhibit).
- Notice of the intent to restore was mailed to the last address shown as the registered office of the entity or the head office within the province of British Columbia for extraprovincial entities (a copy of the corporate search received with the registrar's consent, along with the receipts and copy of the notice from Step Six above to be attached as an exhibit).

You must also prepare a draft copy of the court order.

Note: Should the entity apply for restoration for a limited period of time, this limited period of restoration (maximum two years) set out in the initial application must also be set out in the draft court order.

Note: Should the entity apply for restoration under a new name, both names must be set out in the draft court order (e.g. Old Name being restored as New Name).

Once the draft copy of the court order is completed and the second affidavit has been witnessed by a notary public or commissioner for taking oaths, submit the draft order and affidavit to the court. In addition, you must request a certified copy of the entered order once the order is granted.

The court will review the application and grant or deny the court order. If the order is denied, then you must comply with what the court requests. If the order is granted, obtain and pay for a certified copy of the court order.

STEP EIGHT

Submit the certified copy of the court order, along with any other requirements outlined in the registrar's consent and the required fees as outlined below.

- Basic restoration fee: \$250
- An annual report fee of \$30 for each report submitted
- Notice of Change of Registered Office (if applicable): \$20

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. If you wish the Certificate of Restoration to be processed on a priority basis, an additional \$100 will be required. If the filings are being submitted on a priority basis, clearly indicate on both the envelope and the documentation that the submission is a priority.

A priority service is considered completed when the document is filed or the service request is completed. Turnaround is usually within 24 hours.

Note: If a document to be filed has errors and requires correction, then those corrections must be made and returned to this office within the 24 hour period to maintain priority status.

Send your documentation, with cheque or money order payable to the Minister of Finance, by mail to:

Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

or by courier to:

Corporate Registry
200 - 940 Blanshard Street
Victoria BC V8W 3E6

Once the documentation has been filed, the registrar will forward a Certificate of Restoration of the entity to the submitting party and will publish, in the British Columbia Gazette, a notification of the restoration.

ADDITIONAL INFORMATION

For information regarding completion of your documentation, contact the Corporate Registry at 1 877 526-1526. Corporate Registry staff cannot provide legal or business advice.

ESCHEAT CLAIMS Background Information

WHEN ISSUES INVOLVING ESCHEATS ARISE

Issues involving escheats arise in a variety of situations. Probably the most frequent situation is when a corporation is dissolved for failure to file annual reports and, at the time of dissolution, held land, an interest in land or personal property. Occasionally, situations occur where someone dies without a will and no one exists who would be entitled to the estate.

The Crown is the owner of otherwise ownerless property, by Crown prerogative. The *Escheat Act*, R.S.B.C. 1996, c.120, codifies parts of the common law.

OPTIONS FOR THE APPLICANT IN ESCHEAT MATTERS

Section 4(1) of the *Escheat Act* provides that land in British Columbia held by a corporation (includes an extraprovincial company) when it dissolves, escheats to the Crown, but section 4(3) provides that the government must not dispose of it for two years following the dissolution. Section 4(4) provides that if the corporation is revived within two years of its dissolution, the revival has the effect as if the land had not escheated and subject to the terms of any court order, the land vests in the corporation.

Applicants who are dealing with a dissolved corporation may have the option of applying to the court for an order to revive the corporations. Where the dissolved corporation was the owner of land upon dissolution, it is important to ensure that the court order addresses the vesting of the land back to the dissolved corporation upon restoration.

A second option to deal with land that was held by a corporation which has dissolved is to proceed with an application for a Ministerial Order through the Escheats Office. Such an application requires approval of the Attorney General or Deputy Attorney General. This process generally takes a number of weeks.

SEEK LEGAL ADVICE

The Escheats Office strongly recommends that applicants seek independent legal advice on how to proceed with any escheat matter.

FOR FURTHER INFORMATION, contact:

Ministry of Attorney General
Legal Services Branch, Escheat Officer
PO Box 9280 Stn Prov Govt
Victoria, BC V8W 9J7
Phone: 250 356-8819
Fax: 250 387-0700

Cooperative Association Act (RSBC 1999) Chapter 28**Part 14 – Dissolution, Winding Up, Restoration
Division 4 – Restoration**

Restoration to register

- 197.4** (1) If an association has been dissolved, or the registration of an extraprovincial association has been cancelled under this Act or any former Act, the court may, if it is satisfied that it is just that the association or extraprovincial association be restored to the register, not more than 10 years after the date of the dissolution or cancellation, on application by a liquidator, a member, an investment shareholder or a creditor of the association or extraprovincial association, or by any other interested person, make an order, subject to the conditions and on the terms the court considers appropriate, restoring the association or extraprovincial association to the register.
- (2) If an association or extraprovincial association is restored to the register under subsection (1), the association is deemed to have continued in existence, or the registration of the extraprovincial association is deemed not to have been cancelled, and proceedings may be taken as might have been taken if the association had not been dissolved or the registration of the extraprovincial association had not been cancelled.
- (3) The court may make an order under subsection (1) restoring an association or an extraprovincial association to the register for a limited period, and, after the expiration of that period, the association must promptly be dissolved, or, in the case of an extraprovincial association, its registration cancelled, by the registrar.
- (4) The court must not make an order under this section
- (a) unless notice of the application under subsection (1) and a copy of any document filed in support of it has been sent to the registrar and the registrar has consented, and
 - (b) until one week after the applicant has published notice of the application under subsection (1) in one issue of the Gazette or in any other prescribed manner, and has mailed notice of that application to the last address shown as the registered office of the association or head office in British Columbia of the extraprovincial association.

Power of court

- 197.5** (1) In an order made under section 197.4, the court may give directions and make provisions it considers appropriate for placing the association or extraprovincial association and every other person in the same position, as nearly as may be, as they would have been had the association not been dissolved or the registration of the extraprovincial association not been cancelled.
- (2) Unless the court otherwise orders, an order under subsection (1) is without prejudice to the rights of parties acquired before the date on which the association or extraprovincial association is restored to the register.

Change of name on restoration

- 197.6** In any order made under section 197.4, the court may require that the association or extraprovincial association be restored to the register under a different name that is acceptable to the registrar.

Filing and publication

- 197.7** (1) No order made under section 197.4 is effective until a certified copy has been accepted for filing by the registrar.
- (2) The registrar must not accept for filing any order made under section 197.4 unless
- (a) the registrar receives proof to his or her satisfaction that the terms and conditions precedent of the order, if any, have been complied with, and
 - (b) the registrar's requirements are fulfilled.
- (3) After filing an order made under section 197.4, the registrar must
- (a) publish, in the Gazette or in any other prescribed manner, notice of the restoration of an association or extraprovincial association, showing the date of restoration, and
 - (b) issue a certificate of restoration.

This is an unofficial excerpt from the *Cooperative Association Act* and is enclosed for ease of reference only. For complete information, refer to the *Cooperative Association Act*. Acts and regulations are available for purchase through Crown Publications at www.crownpub.bc.ca.

NAME APPROVAL REQUEST INSTRUCTIONS

IMPORTANT – READ CAREFULLY

RESEARCH YOUR CHOICES!

The Names Examiner searches the Corporate Register only. This register includes the names of corporations incorporated or registered extraprovincially in British Columbia. It does not include names of British Columbia firms, trademarks or corporations registered outside British Columbia. If you want to ensure your name is not used outside of British Columbia, you could also access the Trademarks database at www.strategis.ic.gc.ca, or you may wish to search other jurisdictions in Canada. Most public business and trademark registers in Canada are reflected in the NUANS database, which may be searched for a fee through private search firms.

The approval of any name is at the discretion of the Registrar. You are paying for three choices. **Do not commit to any name before it is approved.** Provide three choices for each company you wish to name, in descending order of preference. Check them out for potential conflicts through telephone listings, business directories and other publications.

Occasionally this office will reject all three of your choices. If that happens, it will be necessary for you to complete another Name Request form with three more choices and submit it to this office with another reservation fee.

GENERAL

This form is used for the approval of all corporate and business names in British Columbia.

The first step in incorporation (company, society, cooperative association, financial institution) or registration of firms (partnership, proprietorship) or extraprovincial companies, is the approval of the name through the Names Reservation Unit of the Corporate Registry.

Once your name is approved, it is reserved for you for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee.

If you need assistance call our help telephone number **1 877 526-1526**.

Once your name is reserved, the next step is to submit the necessary information to incorporate a company or society, register a proprietorship, partnership or limited partnership or register a foreign entity as an extraprovincial company.

Please go to the Corporate Registry's website for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The website address is: www.bcreg.ca

Approval of a name by the Registrar for either a corporation or a firm does not provide a proprietary right or interest in the name under any circumstances. It is intended solely to protect the public interest by:

- preventing names of corporations which are so similar as to confuse or mislead; and
- providing a record which allows the public to determine which individuals are associated with a corporation or firm name.

A corporation or a firm name may be registered under the same name as another firm. As a result there are many duplications of firms names, however, a firm or a corporation name will **not** be accepted if it can be confused with another corporate name.

FIRM NAMES (partnership, proprietorship, limited partnerships, limited liability partnership)

Registration of a firm does not provide any protection for that name and does not mean that the name will be available if you decide to incorporate a company using this name.

Fees

The payment of fees in advance is a mandatory requirement of doing all business with the Corporate Registry office. The fee to submit a Name Request to the Corporate Registry by mail is \$30.00

Applicants are urged to consult the current Fee Schedule. Payment of the wrong amount is a common cause for the rejection of name requests. Cheques and money orders are to be made payable to the Minister of Finance.

PRIORITY SERVICE

Names are processed in the order of time of receipt. Upon request and on payment of an additional fee, an application will be processed in priority to others, normally within 24 hours of receipt.

PROCESS

This form allows you to make a maximum of three choices, **in order of preference**, for each name approval. If you wish to have more than one name approved, you must complete an additional form and pay another fee. Your first choice for a name may be approved, if available, and held for a period of **56 calendar days**. Any renewals of the reservation period will require payment of another reservation fee. **Your 2nd and 3rd choices are not examined unless the initial choice of name is not available.** Regardless of whether your three choices are all examined or not, the full fee is charged.

A name approval request may be made on this form, or in writing with the same information as is required on this form.

You can apply for your name in the following ways:

OVER THE INTERNET: Go to Name Requests Online at www.bcregistrynames.gov.bc.ca to submit your Name Request electronically, for examination by the Names Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

BY SERVICE BC CENTRE: Visit any Service BC Centre who will transmit the request to the Registrar. For locations go to www.servicebc.gov.bc.ca.

BY ONESTOP SERVICE DELIVERY LOCATION: Visit your local OneStop service delivery location. They will transmit the request to the Registries. User fees may apply. For locations go to www.bcbusinessregistry.ca.

BY MAIL: Names Reservation Unit, Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

NAME COMPONENTS

In assessing names, the Registrar's staff analyze them according to their constituent components. The form of name acceptable in principle consists of a distinctive element, followed by a descriptive element and ending with a corporate designation (if applicable).

e.g. ABC Manufacturing Ltd.



DISTINCTIVE ELEMENT

The distinctive element serves to differentiate names having identical or similar descriptive elements, and for that reason, is the **most important** element to be examined in the name.

Names such as "Tire Shop Ltd." and "Shoe Store Ltd." lack an appropriate distinctive element and would be rejected for that reason.

They would be acceptable, if prefixed with an additional distinctive element (e.g. coined word, geographical location or personal name) that would distinguish them from all the other tire shops and shoe stores.

e.g. **Vancouver Tire Shop Ltd.** **Sandell's Shoe Store Ltd.**

Coined and made-up words are acceptable distinctive elements, provided they do not conflict with others already registered.

e.g. **Intertex Enterprises Ltd.** **Fabuform Diet Centre Ltd.**

A uniquely coined word, used in addition to a geographical location (e.g. Altrex Canada Ltd.), is normally considered sufficiently distinctive by itself that a descriptive element is not usually required.

DESCRIPTIVE ELEMENT

The descriptive element is useful in describing the nature of the business as well as expanding the options available. It allows for use of identical or similar distinctive elements, which might be desirable in developing a particular presence in the marketplace.

e.g. Victoria **Brake Shop** Ltd. Victoria **Stationery** Ltd.

CORPORATE DESIGNATION

A company **must have as part of and at the end of its name**, the corporate designation, "Limited", "Limitee", "Incorporated", "Incorporee" or "Corporation".

For all purposes, using the abbreviations of these words (e.g. "Ltd.", "Ltee.", "Inc." or "Corp.") is acceptable.

Extrajurisdictional companies that are Limited Liability Companies may have "Limited Liability Company" or "LLC" at the end of their name.

The corporate designation is **not** applicable to a firm name, society or cooperative name.

Firm names for partnerships and proprietorships **cannot** use "Ltd.", "Inc." or "Corp." in their names, but they may use "Company" or "Co."

Firm names for limited partnerships **must** use "Limited Partnership" at the end of the name.

Firm names for limited liability partnerships **must** use "Limited Liability Partnership" or "LLP." at the end of the name.

Societies should have the designation "Society" or "Association" as the last word in their name. Companies are precluded from the use of these words in their names.

Cooperatives should use the word "Cooperative" in their name and may also use "Association", "Society", "Union" and "Exchange".

SINGLE WORD NAMES

Single word names (such as International Limited) are normally not sufficiently distinct from other names containing the same word and generally will not be approved.

An exception may be allowed if the proposed, single-word name contains a coined word that has been trademarked and evidence of the trademark is presented with the name request. Each case will be determined on its merits.

Obvious contractions of common words (e.g. Petrochem, being a contraction of petroleum and chemical) are not considered to be coined words for the purposes of single-word names.

NUMBER NAMES

Numerals may be used in company names as the distinctive element. A year may be used in a name provided that it is the year of incorporation, amalgamation, change of name, or registration.

e.g. 123456 Enterprises Ltd. Pacific Enterprises (1997) Ltd.

The incorporation number may be used as the name of a British Columbia company. The accepted format is "345678 B.C. Ltd."

A name reservation or fee is not required for B.C. companies using just their incorporation number. The name will be given according to the next available number at the time of incorporation.

Numbered companies from other jurisdictions, continuing into British Columbia and wishing to retain their numbered names, will be required to conform with the name requirements of this province.

PERSONAL NAMES

In most cases, a natural person's full name will be considered to be sufficiently distinctive and therefore acceptable.

e.g. Bill Brown Ltd. John Smith Inc.

Two surnames, or initials with a surname, are normally accepted.

e.g. Brown, Green Inc. J.R. Black Corp.

WELL KNOWN NAMES

Names, which include well known trade names and trademarks, will not be allowed without the advance written consent of the holder.

e.g. Exxon, Xerox, Coke

EXTRAJURISDICTIONAL NAMES

Special consideration will be given to established extrajurisdictional companies applying for registration in the province, provided there is not a direct conflict in names.

SPECIAL CHARACTERS

The use of special characters (such as % or *) should be avoided in corporate and business names.

Some special characters may not be recognized by computer, will not print accurately and may not be allowed.

The "¢" symbol will not be approved in a name under any circumstances.

NO SUGGESTION OF GOVERNMENT CONNECTION

The word "government" (in either its English or French form) will not be allowed. Other words which might imply connection with, or endorsement by, any government require written consent of that government. Examples of other words which imply government connection are "ministry", "bureau", "secretariat", "commission" and "certified".

The use of "British Columbia" or "BC" as the distinctive element in any name is considered to imply connection with the Government of the Province of British Columbia. Use will be accepted only on the written consent of that government, usually obtained from the Protocol Office, Intergovernmental Relations Secretariat, after the name has been approved by the Registrar.

Use of the words "British Columbia" and "BC" will be accepted without consent, if they are placed at the end of a name and before the corporate designation.

e.g. Pacific Warehouse Storage BC Ltd.

NO SUGGESTION OF CONNECTION WITH CROWN OR ROYAL FAMILY

A name which suggests or implies a connection with the Crown, any living member of the Royal family, or endorsement by the Crown or Royal family will not be accepted without the written consent from the appropriate authority after the name has been approved by the Registrar.

e.g. Prince Charles Tea Room Ltd.

This does not apply to references in a name to geographical locations such as Prince George, Prince Rupert and references to New Westminster as the Royal City.

The use of the words "Crown" or "Royal" in combination with another word(s) that does not imply connection with the Crown or Royal family may be allowed.

e.g. Triple Crown Painting Ltd. Royal Star Holdings Ltd.

OBJECTIONABLE NAMES

Names that are considered to be objectionable on public grounds will not be accepted.

A name will not be approved if it includes a vulgar expression, obscene word or connotation, racial, physical or sexual slur.

The use of names of public figures will not be accepted without the advance written consent of the person named.

GUIDELINES

This abbreviated information is provided for convenience only. Corporate and business law is complicated, and there can be no substitute for sound professional advice. The Corporate Registry cannot accept responsibility for any errors or omissions in this information.

HELP IS AVAILABLE

For assistance or further information, please call 1 877 526-1526.



NAME APPROVAL NUMBER

NR

Important: Use this number on all documents and in the electronic submission of documents.

Telephone: 1 877 526-1526 www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Courier Address: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

- Please retain a copy for your records. If the request is mailed, the Name Reservation section will notify you by letter or email once your request is completed. Please type or print clearly. SHADED AREAS ARE FOR OFFICE USE ONLY.

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Business Corporations Act, Cooperative Association Act, Partnership Act or Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registry Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

PRIORITY REQUEST - Additional fee required. YES - This is a priority request and I have enclosed an additional fee for this service. Includes fields for routing slip no., debit BCOL account no., folio no., deposit account transaction no., govt. agent transaction date, date received, govt. agent transaction no., and govt. agent amount collected.

APPLICANT SURNAME FIRST NAME AND INITIALS

ADDRESS

CITY PROVINCE POSTAL CODE

APPLICANT PHONE NO. COMPLETE THIS SECTION FOR RESULTS BY EMAIL CONTACT PERSON NAME EMAIL ADDRESS

Indicate what the name request is for: (In order for this request to be completed, one box must be (✓) ticked) CORPORATION (INCLUDES A FOREIGN ENTITY) PROPRIETORSHIP/PARTNERSHIP SOCIETY FINANCIAL INSTITUTION COOPERATIVE ASSOCIATION

Is this request for a foreign entity organized or incorporated in another province or country? YES NO IF YES, ENTER THE JURISDICTION NATURE OF BUSINESS

ADDITIONAL INFORMATION (Example: Limited Liability Company)

Name Request (first choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (second choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (third choice) PLEASE TYPE OR PRINT CLEARLY



Telephone: 1 877 526-1526 www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Courier Address: 200 - 940 Blanshard Street Victoria BC V8W 3E6

Instructions:

Please type or print clearly and ensure that the form is signed and dated in ink. Complete all areas of the form. Attach an additional sheet if more space is required.

- Item A Enter the incorporation number of the cooperative association. This number is located in the upper right-hand corner of the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.
Item B Enter the cooperative association's name exactly as shown on the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.
Item C Enter the date of the Annual General Meeting.
Item E Enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Corporate Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the office.
Item F List full name and address of all directors as of the adjournment of the Annual General Meeting. The residential address of a director must be a complete physical address. Note: One director must be ordinarily resident in British Columbia and a majority of the directors must be individuals ordinarily resident in Canada.

Filing Fee: \$30.00 Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the Corporate Registry authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of U.S. funds.

A INCORPORATION NUMBER OF COOPERATIVE ASSOCIATION

CP

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Cooperative Association Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

B NAME OF COOPERATIVE ASSOCIATION

C DATE OF FINANCIAL YEAR END

YYYY / MM / DD

D DATE OF ANNUAL GENERAL MEETING

YYYY / MM / DD

E FULL PHYSICAL ADDRESS OF REGISTERED OFFICE (Include postal code)

PROVINCE BC POSTAL CODE

F DIRECTORS (List full names and addresses of all directors)

Table with 5 columns: LAST NAME, FIRST NAME & INITIALS (IF ANY), RESIDENTIAL ADDRESS, PROVINCE/STATE, POSTAL CODE/ZIP CODE

G CERTIFIED CORRECT - I have read this form and found it to be correct.

NAME OF CURRENT DIRECTOR, OFFICER OR LAWYER OF THE ASSOCIATION (Please print)

SIGNATURE OF CURRENT DIRECTOR, OFFICER OR LAWYER OF THE ASSOCIATION

DATE SIGNED

YYYY / MM / DD

X



Telephone: 1 877 526-1526 www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Courier Address: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

Please type or print clearly and ensure that the form is signed and dated in ink. Complete all areas of the form. Attach an additional sheet if more space is required.

Item A Enter the incorporation number of the cooperative association. This number is located in the upper right-hand corner of the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.

Item B Enter the cooperative association's name exactly as shown on the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.

Item C Enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Corporate Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the office.

Filing Fee: \$20.00. Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the Corporate Registry authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of U.S. funds.

A INCORPORATION NUMBER OF COOPERATIVE ASSOCIATION

CP

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Cooperative Association Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

B FULL NAME OF COOPERATIVE ASSOCIATION

C NEW REGISTERED OFFICE ADDRESS

Table with 2 columns: PROVINCE (BC) and POSTAL CODE

D CERTIFIED CORRECT - I have read this form and found it to be correct.

NAME OF CURRENT DIRECTOR, OFFICER OR LAWYER OF THE ASSOCIATION (Please print)

SIGNATURE OF CURRENT DIRECTOR, OFFICER OR LAWYER OF THE ASSOCIATION

DATE SIGNED YYYY / MM / DD

X