

INFORMATION FOR VOLUNTARY DISSOLUTION UNDER SECTION 103 OF THE SOCIETY ACT

Thank you for your request on how to dissolve a society under section 103 of the *Society Act*.

STEP ONE

In order to dissolve a society, the following requirements must be completed and the documents filed with the Registrar:

*Note: the society must be in good standing (up to date in annual report filings) as at the date the ordinary resolution is passed. If the society is not in good standing, submit the outstanding annual reports **along** with the Voluntary Dissolution documents.*

- a. A **Form 10**, Ordinary Resolution, (**see Sample No. 1**), in duplicate, passed by the members of the society, requesting the registrar to dissolve the society.
- b. A joint affidavit (**see Sample No. 2**) by two directors stating:
 - how the society has disposed of its assets (or a statement that the society had no assets to distribute); and
 - that the society has no debts or liabilities.

Note: the affidavit is to be sworn before a Commissioner for Oaths or a Notary Public with a seal affixed.

The society will be dissolved on the date set by the registrar once the above requirements are completed and the documents are filed.

FEES

The total filing fees required are \$65. To file a single affidavit, the filing fee is \$15. To file the **Form 10**, Ordinary Resolution, the filing fee is \$50 (which includes a certified copy). *Note: if an additional affidavit is required, an additional \$15 is to be submitted.*

If you wish your documents processed on a **priority basis**, an additional \$100 will be required, in addition to the regular filing fee of \$65.

Send your documents, with cheque or money order payable to the Minister of Finance, to:

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

STEP 2

The Registrar will forward a certified copy of the **Form 10**, Ordinary Resolution, and confirmation of the dissolution of the society to the submitting party once the documentation has been filed and will publish, in the British Columbia Gazette, a notification of the dissolution.

ADDITIONAL INFORMATION

All applications for dissolution are processed on a first-come, first-served basis, unless you pay the additional \$100 priority fee.

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



SAMPLE NO. 1
Sample of the Ordinary Resolution passed by the members of the society

SOCIETY ACT

COPY OF RESOLUTION

The following is a copy of

- a special resolution* passed
[X] an ordinary resolution
a directors' resolution

in accordance with the by-laws of the Society on the [day] day of [month], [year].

"RESOLVED

RESOLVED THAT;

- 1. the Registrar of Companies for the Province of British Columbia be requested to dissolve the Society.

Dated this [day] day of [month], [year].

[insert full name of society]

(Name of Society)

by [signature] [relationship to society]

* Strike out words which do not apply.

- (a) No special resolution has effect until accepted by the Registrar of Companies.
(b) Send, in duplicate, to the Registrar of Companies.
Mailing Address: PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.
Location Address: 200 - 940 Blanshard Street, Victoria BC V8W 3E6 together with applicable fee.
Telephone number: 1 877 526-1526.]

Filing Fee: \$50.

Additional information and forms are available on the Internet at: www.bcregistryservices.gov.bc.ca

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 Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

SAMPLE NO. 2

Sample of the joint affidavit by two directors typed on plain white paper

**IN THE MATTER OF
[insert full society name]
AND THE BRITISH COLUMBIA SOCIETY ACT
RSBC 1996, CHAPTER 433, SECTION 103**

AFFIDAVIT

We, **[insert name of director]** of **[insert full residential address]** in the Province of British Columbia and **[insert name of director]** of **[insert full residential address]** in the Province of British Columbia, make oath and say as follows:

1. I, **[insert name of director]**, declare that I am a director of **[insert full society name]** (the "Society") and have personal knowledge of the matters hereinafter set forth.
2. I, **[insert name of director]**, declare that I am a director of the Society and have personal knowledge of the matters hereinafter set forth.
3. The Society has parted with all its assets by **[insert statement on how the society actually disposed of its assets – e.g. "distributing them among the groups mentioned below:" and list the groups – or a statement that the society had no assets to distribute.]**
4. The Society has no debts or liabilities.

SWORN BEFORE ME at the
City of **[city]**, in the Province of
British Columbia, on **[insert date]**.

[signature of director]

[name of director]
Director

[signature of Commissioner]

A Commissioner for taking Affidavits for
British Columbia

[signature of director]

[name of director]
Director



SOCIETY ACT

COPY OF RESOLUTION

The following is a copy of

- checkbox a special resolution* passed
checkbox an ordinary resolution
checkbox a directors' resolution

in accordance with the by-laws of the Society on the ___ day of ___, ___: (Day) (Month) (Year)

"RESOLVED

Dated this ___ day of ___, ___: (Day) (Month) (Year)

(Name of Society)

by _____ (Signature) (Relationship to Society)

* Strike out words which do not apply.

- [Note — (a) No special resolution has effect until accepted by the Registrar of Companies. (b) Send, in duplicate, to the Registrar of Companies. Mailing Address: PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3. Location Address: 200 – 940 Blanshard Street, Victoria BC V8W 3E6 together with applicable fee. Telephone number: 1 877 526-1526.]

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