

## MAINTAINING YOUR EXTRAPROVINCIAL COMPANY

The British Columbia *Business Corporations Act* requires all extraprovincially registered companies to file information about the company with the Corporate Registry office. These filings are listed in Part A and Part B below.

### PART A ANNUAL REPORT (Form 35)

**Filing Fee \$43.39  
and a BC OnLine service fee of \$1.50**

A foreign entity registered in British Columbia as an extraprovincial company must file an annual report each year within two months after the company's anniversary date of registration in British Columbia.

Unless you are instructed to do so by registry staff, the Regulation under the *Business Corporations Act* requires the electronic version of the Annual Report to be filed on the **Internet**. This filing has online help information you can access to help you through the process. Visit [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca) and complete your filing using a credit card OR for BC OnLine customers, file using your BC OnLine account.

For questions about connecting to the system to file electronically over the Internet, contact the BC OnLine help desk at **1 800 663-6102**. Internet terminals are located at most Service BC Centre offices, libraries and at Internet cafés. The Corporate Online system is available for online filing from 6:00 a.m. to 10:00 p.m. Monday through Saturday and from 1:00 p.m. to 10:00 p.m. on Sunday, including statutory holidays. Note that due to system maintenance, the Sunday opening at 1:00 p.m. is not guaranteed, although every effort will be made to ensure the system is available at that time.

For information regarding fees and procedure for BC Registry Services' Preferred Service Provider Dye & Durham to file on your behalf, go to their website at [www.dyedurhambc.com](http://www.dyedurhambc.com) or call **1 800 665-6211**. You should contact Dye & Durham to confirm the total fees required, before sending your documents for filing.

**Failure to comply with the filing requirements of the *Business Corporations Act* may result in the cancellation of your extraprovincial registration.**

### PART B

The filings listed in Part B are NOT required to be filed on the Internet. These filings are to be mailed, with cheque or money order payable to the Minister of Finance, to the Corporate Registry at the address above.

You may download the forms listed below, as well as information packages on how to complete some of the forms, from the Corporate Registry website at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca).

### NOTICE OF CHANGE RESPECTING EXTRAPROVINCIAL COMPANY (Form 36)

**Filing Fee \$20.00**

An extraprovincial company must use this form to file with the registrar any change to its head office address; its jurisdiction of incorporation, amalgamation or continuation; or its identifying number in its home jurisdiction.

### NOTICE OF CHANGE OF NAME OF EXTRAPROVINCIAL COMPANY (Form 37)

**Filing Fee \$100.00**

An extraprovincial company that changes its name in its home jurisdiction must use this form to notify the registrar of its change of name.

### NOTICE OF APPOINTMENT OF ATTORNEY (Form 38)

**Filing Fee \$20.00**

An extraprovincial company must use this form to notify the registrar that it has appointed a person as an attorney.

### NOTICE OF CHANGE OF ADDRESS OF ATTORNEY (Form 39)

**Filing Fee \$20.00**

This form changes the mailing and delivery address of an existing attorney and should be filed with the registrar before that change occurs. If it is not filed before the change, then it must be filed promptly after that change occurs.

### NOTICE OF REVOCATION OF APPOINTMENT OF ATTORNEY (Form 40)

**Filing Fee \$20.00**

An extraprovincial company must use this form to revoke the appointment of an attorney, provided the extraprovincial company has another attorney or has a head office in British Columbia.

### NOTICE OF RESIGNATION OF ATTORNEY (Form 41)

**Filing Fee \$20.00**

An attorney for an extraprovincial company who intends to resign must file this form with the registrar.

### NOTICE OF CANCELLATION OR CHANGE OF ASSUMED NAME OF EXTRAPROVINCIAL COMPANY (Form 44)

**Filing Fee \$100.00**

An extraprovincial company that has adopted an assumed name under the *Business Corporations Act* may cancel its assumed name and carry on business in British Columbia under its own name if it has reserved its own name for use in BC under section 22 of the Act. Or, it may change its existing assumed name and carry on business in British Columbia under a new assumed name.

### ADDITIONAL INFORMATION

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