



## INFORMATION FOR LIMITED REINSTATEMENT OF AN EXTRAPROVINCIAL COMPANY BY THE REGISTRAR

Thank you for your request on how to reinstate the registration of an extraprovincial company under section 364.3 of the *Business Corporations Act* (the Act).

### WHO CAN APPLY?

This information package outlines the steps for a registrar approved limited reinstatement of the registration of a foreign entity as an extraprovincial company by any person. When the limited period expires, the extraprovincial registration is cancelled.

If the extraprovincial company owned land at the time of its cancellation and the extraprovincial company is no longer active in its home jurisdiction (e.g. it has been dissolved), that land escheats to the Crown under the *Escheat Act*. For additional information on Escheat Claims, contact the Escheat Office at 250-356-8819.

### REGISTRAR APPROVED LIMITED REINSTATEMENT

**Important! All steps need to be completed  
in order shown.**

#### STEP ONE

The first step in reinstatement is to ensure the name of the foreign entity is available. As the name is no longer protected once it is cancelled, the original name may not be available for reinstatement. If that name is not available, the foreign entity may reserve and adopt an assumed name for use in B.C.

**A name reservation is not required if the foreign entity is a federal corporation and Step One can be omitted.** This information must be indicated on the Reinstatement Application in Item C.

The Name Approval Request form is attached. The fee for this form is \$30.

*If reserving a name, enter on the Name Approval Request form in the "Additional Information" section the word "Reinstatement".*

You can apply for your name in the following ways:

#### OVER THE INTERNET:

Go to Name Requests Online at [www.bcregistrynames.gov.bc.ca](http://www.bcregistrynames.gov.bc.ca) The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

#### BY SERVICE BC CENTRE:

Visit your local Service BC Centre office. For a location near you, go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

#### BY ONESTOP SERVICE DELIVERY LOCATION:

Visit your local OneStop service delivery location. User fees may apply. For a location near you, go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

*Note: 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.*

#### BY BC ONLINE:

If you have a BC OnLine account you can submit your request electronically.

#### BY MAIL:

Submit your Name Approval Request form, with fee by cheque or money order payable to the Minister of Finance, to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

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

The Reinstatement Application and any other reinstatement documents required by the registrar cannot be processed until the 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.*

#### STEP TWO

##### Step 2(A)

The applicant for reinstatement must publish in the British Columbia Gazette, notice that an application to reinstate the registration of a foreign entity as an extraprovincial company for a limited period of time will be made to the registrar.

For information on the gazetting process, including the publication deadline date (notices must reach the British Columbia Gazette, no later than 1:30 p.m. on the date indicated on their Insertion Schedule) and the fees required, contact Crown Publications [www.crownpub.bc.ca](http://www.crownpub.bc.ca)

Sample wording for the gazette notice for a Reinstatement Application:

**REINSTATEMENT APPLICATION**

Take notice that a reinstatement application will be made to the registrar of companies to reinstate: *[insert company 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]*

A copy of the British Columbia Gazette publication containing your notice will be mailed to you by Queen’s Printer.

Enter the date of publication in Item G of the Reinstatement Application you submit to the Corporate Registry (see Step Three).

**Step 2(B)**

The applicant for reinstatement must also mail a notice of the application for reinstatement to the last address shown as the mailing address of the registered office of the company or, if the mailing address is not shown, to the last address shown in the Corporate Register. This notice can be a copy of the notice placed in the British Columbia Gazette (see above). A search to determine the last registered address can be made by contacting the Corporate Registry. BC OnLine clients can obtain a search online at [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca). Enter the date you mailed this notice to the company’s registered office in Item G of the Reinstatement Application you will submit to the Corporate Registry (see Step Three).

**STEP THREE**

The Reinstatement Application Limited Reinstatement, **Form 29**, attached is to be completed and submitted to the Corporate Registry for filing.

All filings must include the fees as follows:

Reinstatement Application	\$350.00
Priority Service (optional)	\$100.00

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. If you wish the filing to be processed on a **priority basis**, an **additional \$100** will be required. Note: Filing on a priority basis will not waive the 21-day waiting period.

If the filing is being submitted on a priority basis, clearly indicate on both the envelope and the filing 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.

Send your filing, 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 FOUR**

Once the Reinstatement Application meets all requirements and has been filed, the registration of the foreign entity as an extraprovincial company will be reinstated. The registrar will:

- Publish a notice of the limited reinstatement and the date it expires on the Queen’s Printer website [www.bclaws.ca](http://www.bclaws.ca)
- Provide a certificate and, if requested to do so, certified copy of the Reinstatement Application to the extraprovincial company.
- Provide a copy of the certificate to the applicant.

**ADDITIONAL INFORMATION**

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

**CHECKLIST  
LIMITED REINSTATEMENT  
BY REGISTRAR**

Make sure you have everything in order before you take the final step and submit your reinstatement documents for filing.

- An approved / reserved corporate name
- Notice of Application for Restoration “**Notice**” has been published in the BC Gazette
- Copy of **Notice** has been mailed to the company’s address as listed with the Corporate Registry

Send the following to BC Registries and Online Services:

- Reinstatement Application Limited Reinstatement, **Form 29**, completed and signed
- Cheque/money order payable to the Minister of Finance for \$350 (\$450 if priority service) or authorization to debit your BC OnLine account for the applicable filing fees



Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

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

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

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink.

- Item A The registration number is the number assigned to the foreign entity when it is registered as an extraprovincial company in BC.
Item B Enter the name of the extraprovincial company exactly as it was shown on the Certificate of Registration at the time its registration was cancelled.
Item C Enter the name reserved for the foreign entity. This name would be the foreign entity's name in its home jurisdiction OR, if that name is not available, the assumed name reserved for the foreign entity. A name reservation is not required if the foreign entity is a federal corporation.
Item D Enter the identifying number in the foreign entity's current jurisdiction.
Item E If the applicant is a corporation or firm, enter the full name of the corporation or firm.
Item F If the applicant is a corporation or firm, enter the full mailing address of the corporation or firm.
Item H Enter the date the reinstatement is to expire. If no date is entered, the company will be dissolved two years (24 months) after the date it is reinstated.
Item I If the applicant is a corporation or firm, this form must be signed by an authorized signing authority for the corporation or firm.

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 Societies 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

Filing Fee: \$350.00
Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of US funds.

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

A REGISTRATION NUMBER IN BC

B NAME OF EXTRAPROVINCIAL COMPANY AT THE TIME THE REGISTRATION WAS CANCELLED

C NAME RESERVED FOR THE FOREIGN ENTITY

Complete section 1, 2 OR 3

1. The name \_\_\_\_\_ being the foreign entity's own name has been reserved. The name reservation number is \_\_\_\_\_

2. The foreign entity's own name \_\_\_\_\_ is not available and, therefore, the assumed name \_\_\_\_\_ has been reserved. The name reservation number for the assumed name is \_\_\_\_\_

3. No name has been reserved because the foreign entity is a federal corporation with the name \_\_\_\_\_

**D CORPORATE NUMBER IN FOREIGN ENTITY'S JURISDICTION**

Corporate number assigned to the foreign entity by its current jurisdiction \_\_\_\_\_

**E FULL NAME OF APPLICANT**

FIRST NAME | MIDDLE NAME | LAST NAME

CORPORATION / BUSINESS NAME

**F MAILING ADDRESS OF APPLICANT**

MAILING ADDRESS | CITY | PROV/STATE | COUNTRY | POSTAL CODE/ZIP CODE

**G DATE OF REINSTATEMENT**

The registration of the foreign entity as an extraprovincial company will not be reinstated until 21 days after the later of the following two dates (both dates must be entered):

The date the Notice of the Application for Reinstatement was published in the BC Gazette.

YYYY/MM/DD

The date the Notice of the Application for Reinstatement was mailed to the extraprovincial company.

YYYY/MM/DD

**H EXPIRY DATE OF THE LIMITED PERIOD OF REINSTATEMENT**

The expiration of the limited period of restoration will be two years from the date the company is restored unless otherwise specified below:

Less than 6 months, number of months:

12 months from the date the registration is reinstated

6 months from the date the registration is reinstated

18 months from the date the registration is reinstated

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

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.

NAME

SIGNATURE

DATE SIGNED  
YYYY / MM / DD

X

**J DELIVERY METHOD - Choose one delivery method for the company's certified documents.**

Company Email | Other Email Address

Pickup (Victoria only) | Contact Person

Telephone

By Mail to the Company's Head Office Mailing Address

By Mail to another address. Please specify.

MAILING ADDRESS | CITY | PROV/STATE | COUNTRY | POSTAL CODE/ZIP CODE



# BC Registries and Online Services

# NAME REQUEST

NAME APPROVAL NUMBER **NR**

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

Telephone: 1 877 526-1526  
[www.bcregistrieservices.gov.bc.ca](http://www.bcregistrieservices.gov.bc.ca)

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

Courier: 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 Societies 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>PRIORITY REQUEST – Additional fee required</b>	
<input type="checkbox"/> <b>YES</b> – This is a priority request and I have enclosed an additional fee for this service.	
ROUTING SLIP NO.	DEBIT BCOL ACCOUNT NO.
FOLIO NO.	DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE YYYY MM DD	DATE RECEIVED YYYY MM DD

APPLICANT SURNAME		FIRST NAME AND INITIALS	
ADDRESS			
CITY		PROVINCE	POSTAL CODE
APPLICANT PHONE NO.	COMPLETE THIS SECTION FOR RESULTS BY EMAIL EMAIL ADDRESS		CONTACT PERSON NAME

Indicate what the name request is for: (In order for this request to be completed, one box must be (✓) ticked)

CORPORATION (INCLUDES A FOREIGN CORPORATION)    
  PROPRIETORSHIP/PARTNERSHIP    
  SOCIETY    
  FINANCIAL INSTITUTION    
  COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country?	IF YES, ENTER THE JURISDICTION	NATURE OF BUSINESS
<input type="checkbox"/> YES <input type="checkbox"/> NO		

ADDITIONAL INFORMATION

**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**