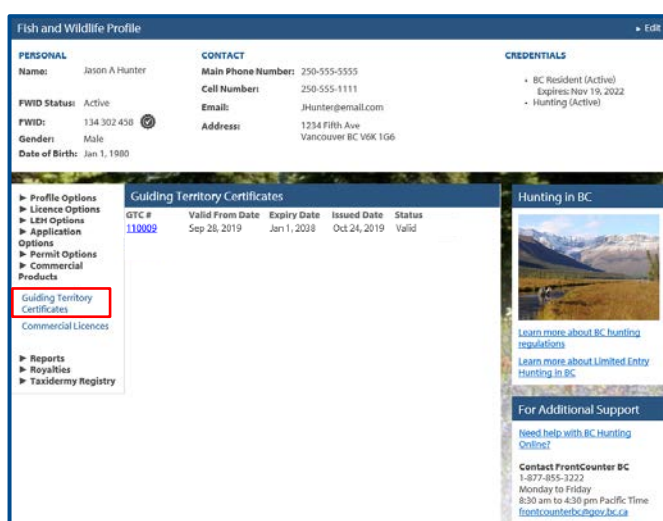


Guiding Territory Certificate – Notice of Corporation Change

Required when:	The control of a corporation holding interest in a guiding territory certificate changes. A corporation that holds interest in a guiding territory certificate must provide notification of a change to the control of a corporation, within 30 days after the change.
Who is eligible to submit?	The agent or contact person of the guiding territory certificate. There must be at least one corporate holder on the guiding territory certificate.
Fee	\$500 application fee



Before you start

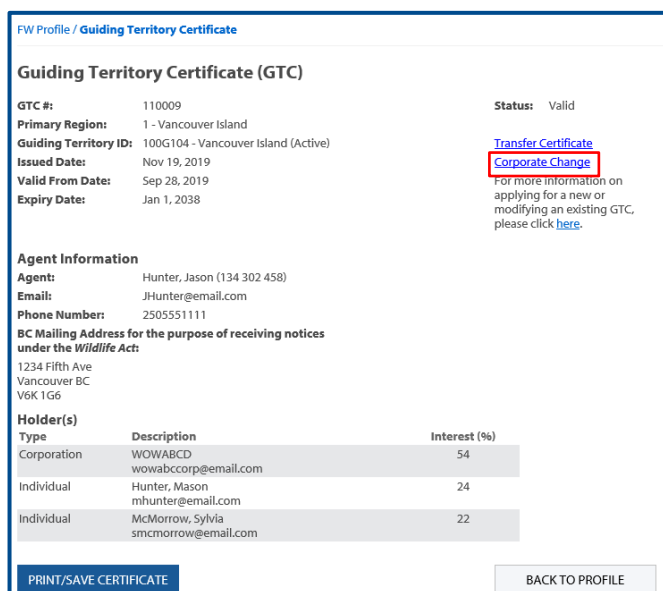
Before you submit a notice of corporation change, make sure you have:

- An active Fish and Wildlife ID with verified user status.
- A valid guiding territory certificate with a corporate holder.

Log in to your Fish and Wildlife profile from the B.C. Hunting homepage at www.gov.bc.ca/hunting.

Next, click on **Guiding Territory Certificates** under the **Commercial Product Options** on the left-hand side of your profile home page.

- Click the **GTC #** link to navigate to the certificate.



Guiding Territory Certificate

- Click the **Corporate Change** link to start a new Notice of Corporation Change application.

NOTES:

*The **Corporate Change** link will only be available if there are no in-progress applications against the guiding territory certificate and there is at least one corporate holder of the certificate.*

For certificates held by multiple corporations, where there is a change to control to more than one corporation, you will need to submit a separate, notice of change to control application for each corporation.

Guiding Territory Certificate – Notice of Corporation Change

FW Profile / Application Options / Application for Guiding Territory Certificate / Step 1

Application for Guiding Territory Certificate

To apply for a Guiding Territory Certificate, you must meet the [eligibility rules](#). The accurate completion of a guiding territory certificate application is the responsibility of the submitter. Please review and make sure all the information you enter is complete and accurate before submitting. Applications will be deleted after 9 months if they have not been submitted. After starting an application, it will be saved to your profile under Application Options > Applications, if you choose to continue later.

Application Information

Application Type: Notice of Corporation Change

*** Reason for Change:** Control of certificate holder has changed, been acquired or disposed of

Primary Region: 1 - Vancouver Island

Submitter

*** Submitter:**

FWID	Last Name	First Name	Middle Name
134 302 458	Hunter	Jason	A

*** Are you continuing to be the agent for the guiding territory certificate after the corporation change?** Yes No

Agent

*** Agent:**

FWID	Last Name	First Name	Middle Name
134 302 458	Hunter	Jason	A

*** Email:** JHunter@email.com

*** Phone Number:** (250) 555-1111

*** BC Mailing Address for the purpose of receiving notices under the Wildlife Act:**

1234 Fifth Ave
Vancouver BC
V6K 1G6

Application Information

- Select a reason for the corporation change.
- Confirm whether you are continuing to be the agent for the guiding territory certificate after the corporation change.
- Update the agent information, if necessary.
- Click the **Next** button.

FW Profile / Application Options / Application for Guiding Territory Certificate / Step 1 / Step 2

Holder(s)

Type	Description	Interest (%)
Edit Corporation	WOWABCD wowabccorp@email.com	54.00
Edit Individual	Hunter, Mason mhunter@email.com	24.00
Edit Individual	McMorrow, Sylvia smcmorrow@email.com	22.00

Guiding Territory Certificate Information

Guiding Territory Certificate: 110009 - Valid (Expires Jan 1, 2038)

This transfer application must be completed before the expiry date of the current Guiding Territory Certificate.

Guiding Territory ID: 100G104

Notice of Corporation Change Description

Provide a description of your notice of corporation change request. Include all related details such as the corporation that has changed control, structure of the new controlling corporation, new voting shareholders, regional Ministry staff involved (where applicable) and any other relevant information.

*** Notice of Corporation Change Description:**

Craig Johnson has purchased 25% of the total shares of WOWABCD corporation, changing the structure of the voting shareholders.

Holder(s) & Change Description

- Select the **Edit** link next to the corporation holder, to make the change(s) to the corporation details.
- Provide a detailed description of the notice of corporation change request.
- Click the **Next** button.

Guiding Territory Certificate – Notice of Corporation Change

FW Profile / Application Options / Application for Guiding Territory Certificate / Step 1 / Step 2 / Step 3

Please upload all [relevant documents](#) that will support your Guiding Territory Certificate application. If you do not need to upload documents, click NEXT to continue with your application.

Documents	
* Description	File Name
Voting Shareholder Agreement	Corporation voting shareholders.PNG

UPLOAD DOCUMENT

BACK CANCEL NEXT

Documents

- Upload any documents relevant to your application, if applicable.
- Documents are not required but may be added to support your application.
- Click the **Next** button.

FW Profile / Application Options / Application for Guiding Territory Certificate / Step 1 / Step 2 / Step 3 / Step 4

Application Summary

Application Information ▶ Edit

* **Application Type:** Notice of Corporation Change
 * **Reason for Change:** Control of certificate holder has changed, been acquired or disposed of
 * **Primary Region:** 1 - Vancouver Island
 * **Submitter:**

FWID	Last Name	First Name	Middle Name
134 302 458	Hunter	Jason	A

* Are you continuing to be the agent for the guiding territory certificate after the corporation change? Yes No

* **Agent:**

FWID	Last Name	First Name	Middle Name
134 302 458	Hunter	Jason	A

* **Email:** JHunter@email.com
 * **Phone Number:** (250) 555-1111
 * **BC Mailing Address for the purpose of receiving notices under the Wildlife Act:**
 1234 Fifth Ave
 Vancouver BC
 V6K 1G6

Holder(s) ▶ Edit

Type	Description	Interest (%)
Corporation	WOWABCD wowabccorp@email.com	54.00
Individual	Hunter, Mason mhunter@email.com	24.00
Individual	McMorrow, Sylvia smcmorrow@email.com	22.00

Guiding Territory Certificate: 110009 - Valid (Expires Jan 1, 2038)
 This transfer application must be completed before the expiry date of the current Guiding Territory Certificate.
 Guiding Territory ID: 100G104
 Provide a description of your notice of corporation change request. Include all related details such as the corporation that has changed control, structure of the new controlling corporation, new voting shareholders, regional Ministry staff involved (where applicable) and any other relevant information.

* **Notice of Corporation Change Description:**
 Craig Johnson has purchased 25% of the total shares of WOWABCD corporation, changing the structure of the voting shareholders.

Documents ▶ Edit

* Description	File Name
Voting Shareholder Agreement	Corporation voting shareholders.PNG

Attestation

I, the submitter of the guiding territory certificate application, declare that the information herein is true and correct to the best of my knowledge.

Fee

Fee: \$500.00

BACK CANCEL SAVE AND CONTINUE LATER ADD TO SHOPPING CART

Application Summary

- Review all of your notice of corporation change application details.
- Click **Edit** to modify details on your application.
- If all of the information is correct, check the attestation checkbox.
- Click the **Add the shopping cart** button.

***NOTE:** You may save your application and return to update it and then submit at a later date if needed.*

- To review unsubmitted applications, from your Fish and Wildlife homepage select **Applications** under **Application Options**.
- Next, select the application ID link to open your saved application.

Guiding Territory Certificate – Notice of Corporation Change

Submit Hunting Products / Shopping Cart

Shopping Cart

COMMERCIAL PRODUCT APPLICATIONS

Application ID	Product Type	Application Date	Term	Licence Year	Fee
16658699	Guiding Territory Certificate	Sep 13, 2019		2019/20	\$500.00

[Remove Application](#)

Fees:	\$500.00
Shipping:	\$0.00
GST:	\$0.00
Subtotal:	\$500.00

SHOPPING CART TOTAL

Fees:	\$500.00
Shipping:	\$0.00
GST:	\$0.00
Total:	\$500.00

I confirm that the hunting products in the shopping cart are correct.
Hunting products are non-transferable and non-refundable.

[CONTINUE SHOPPING](#) [COMPLETE CHECKOUT](#)

Shopping Cart

- If the items in your shopping cart are correct, check the confirmation checkbox to confirm your application(s).
- Click the **Complete Checkout** button to go to the payment screen.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

Contact the FrontCounter BC Contact Centre
at 1-877-855-3222