



Ministry  
of Finance  
BC Registry Services

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
Location:  
2nd Floor - 940 Blanshard Street  
Victoria BC  
[www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

**REGISTRATION STATEMENT**  
**FORM 33**  
**EXTRAPROVINCIAL COMPANY**  
Section 376 *Business Corporations Act*

Telephone: 250 356-8626

**DO NOT MAIL THIS FORM to the BC Registry Services unless you are instructed to do so by registry staff. The Regulation under the *Business Corporations Act* requires the electronic version of this form to be filed on the Internet at [www.corporateonline.gov.bc.ca](http://www.corporateonline.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 *Business Corporations 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 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**A 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 \_\_\_\_\_

**B FOREIGN ENTITY'S CURRENT JURISDICTION - If the current jurisdiction is other than a Canadian province, territory, or the federal government, attach proof of existence of the foreign entity, certified by its jurisdiction.**

1. Corporate number assigned to the foreign entity by its current jurisdiction \_\_\_\_\_
2. Foreign entity's name in the foreign jurisdiction \_\_\_\_\_
3. Foreign entity's date of incorporation, organization or most recent date of amalgamation or continuation YYYY / MM / DD
4. Foreign entity's current jurisdiction of incorporation, organization, amalgamation or continuation \_\_\_\_\_

**C HEAD OFFICE ADDRESSES**

DELIVERY ADDRESS OF HEAD OFFICE

PROVINCE/STATE	COUNTRY	POSTAL CODE/ZIP CODE

MAILING ADDRESS OF HEAD OFFICE

PROVINCE/STATE	COUNTRY	POSTAL CODE/ZIP CODE

BC

**D NAME OF ATTORNEY(S) (If any)**

Enter the full name and the mailing and delivery address of each attorney.

LAST NAME FIRST NAME MIDDLE NAME

COMPANY NAME

DELIVERY ADDRESS OF ATTORNEY

PROVINCE POSTAL CODE  
BC

MAILING ADDRESS OF ATTORNEY

PROVINCE POSTAL CODE  
BC

LAST NAME FIRST NAME MIDDLE NAME

COMPANY NAME

DELIVERY ADDRESS OF ATTORNEY

PROVINCE POSTAL CODE  
BC

MAILING ADDRESS OF ATTORNEY

PROVINCE POSTAL CODE  
BC

**If additional space is needed to enter more than two attorneys, please attach a separate sheet of paper.**

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

NAME OF AUTHORIZED SIGNING AUTHORITY FOR THE FOREIGN ENTITY

SIGNATURE OF AUTHORIZED SIGNING AUTHORITY FOR THE FOREIGN ENTITY

DATE SIGNED  
YYYY / MM / DD

X

BC



Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC www.fin.gov.bc.ca/registries

REQUEST FOR YOUR BUSINESS NUMBER

FORM 1 Section 7 Business Number Act

Telephone: 250 356-8626

INSTRUCTIONS:

Please type or print clearly in block letters.

The Province of British Columbia has entered into a partnership with the Canada Revenue Agency (CRA) to use the federal Business Number (BN) as a convenient way for businesses to identify themselves when communicating with federal and provincial governments.

The Corporate Registry, under the authority of the Business Number Act, is therefore collecting the BN from both corporations applying for registration in British Columbia and corporations currently registered in British Columbia. This will allow corporations to use their BN as an identifier the next time they communicate with the Corporate Registry.

You will already have a BN if you have been incorporated federally or if you are incorporated in another Canadian jurisdiction.

You may have also received a BN from CRA if you:

- collect GST/HST;
• have employees;
• import or export goods to or from Canada;
• operate a taxi or limo service;
• collect Social Service (PST), Hotel Room Tax or are registered with Workers Compensation Board, and/or;
• are registered to do business in another Canadian jurisdiction

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COMPLETE ITEM A OR B

A BUSINESS NUMBER

Your Business Number (e.g., CRA corporate tax account) would be displayed as a 15 character identifier, for example: 82123 5679 RC 0001. The first nine numbers uniquely identify your business - it's those numbers we need.

Please enter the first 9 digits here:

Empty rectangular box for entering the first 9 digits of the Business Number.

B DIRECTOR NAME

If you do not have a Business Number please enter the name of a director of your corporation (as per CRA requirements) so that we can request one for you. The director's name is confidential information and is collected under the authority of the Business Number Act.

LAST NAME

FIRST NAME

BL

## INFORMATION FOR REGISTRATION OF AN EXTRAPROVINCIAL SOCIETY

Thank you for your request on how to register an extraprovincial society in British Columbia.

An "extraprovincial society" means a society or association, incorporated or otherwise, formed outside British Columbia. An extraprovincial society includes a branch of that society or association. It does not include a society or association, incorporated or otherwise, formed to acquire profit or gain or, that has a capital divided into shares.

### STEP 1 NAME APPROVAL AND RESERVATION

The first step in registration is to ensure the proposed name of your society is available. The Name Approval request form allows you to make a maximum of three choices of society names. **The filing fee for this form is \$30.**

You can apply for your name in the following ways:

#### OVER THE INTERNET:

Go to Name Requests Online at [www.bcregistryservices.gov.bc.ca/nro](http://www.bcregistryservices.gov.bc.ca/nro) to submit your Name Approval Request electronically to the Name Reservation Unit for examination, at the Corporate Registry. Payment is by credit card. There is online information you can access and a video demonstration to help you through the process. The fee to submit online is \$31.58.

#### BY GOVERNMENT AGENT

Visit your local Government Agent office. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. For a location near you, go to [www.servicebc.gov.bc.ca/services/locations](http://www.servicebc.gov.bc.ca/services/locations)

#### BY ONESTOP SERVICE DELIVERY LOCATION

Visit your local OneStop service delivery location. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. User fees may apply. For a location near you, go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

#### 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 the \$30 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.

*Note: You should allow for an additional 5 to 7 working days for your name approval to be processed if you choose to submit by mail.*

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

Registration documents **cannot** be processed until the society name has been approved and reserved.

For information regarding completion of your Name Approval Request form (FIN 708B), contact the Corporate Registry at **250 356-2893**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1044**. Corporate Registry staff **cannot** provide legal or business advice.

### STEP 2 REGISTRATION

Complete the attached *Statement on Registration Extraprovincial Society* and submit together with:

- copies of incorporation documents, certified by the incorporating authority;
- Certificate of Good Standing (Status) issued by the incorporating authority; and
- copy of the society's bylaws, certified by an officer or director of the society.

For further information call the Society Unit at **250 356-8609**, or direct dial from Greater Vancouver at **604 775-1042**.

#### FEES

Registration filing fee **\$100**.

If you wish a certified copy of the *Statement on Registration Extraprovincial Society*, an additional \$25 will be required, in addition to the regular filing fee.

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

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

Reg 15(2)



Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC

STATEMENT ON REGISTRATION EXTRAPROVINCIAL SOCIETY (Section 76 Society Act)

Web site: www.fin.gov.bc.ca/registries Enquiries: 250 356-8609

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 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

Form with sections: 1. NAME OF SOCIETY, 2. DATE OF INCORPORATION, 3. JURISDICTION OF INCORPORATION, 4. GENERAL PURPOSES OF THE SOCIETY ARE: (PROVIDE BRIEF STATEMENT ONLY), 5. FULL ADDRESS OF THE HEAD OFFICE OUTSIDE BRITISH COLUMBIA, 6. FULL ADDRESS OF THE HEAD OFFICE WITHIN BRITISH COLUMBIA, 7. FULL NAME AND ADDRESS OF THE PERSON APPOINTED BY THE CORPORATION AS ITS ATTORNEY FOR THE PURPOSE OF SEC. 77, SOCIETY ACT IS, PHYSICAL LOCATION ADDRESS, FULL ADDRESS, OR, IF ATTORNEY IS A CORPORATION, STATE CORPORATION NAME IN FULL AS WELL AS COMPLETE REGISTERED OFFICE ADDRESSES IN BRITISH COLUMBIA, CORPORATION NAME, DELIVERY ADDRESS OF THE COMPANY'S REGISTERED OFFICE, MAILING ADDRESS OF THE COMPANY'S REGISTERED OFFICE, 8. THE CHARTER AND BYLAW DOCUMENTS OF THE SOCIETY, VERIFIED COPIES OF WHICH ARE ENCLOSED ARE: (table with DATE and NATURE OF DOCUMENTS), 9. THE SOCIETY DOES NOT HAVE CAPITAL DIVIDED INTO SHARES.

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10. THE LIABILITY OF THE MEMBERS OF THE SOCIETY, UNDER ITS CHARTER AND REGULATIONS, IS LIMITED.	11. THE SOCIETY DOES NOT CARRY ON BUSINESS, TRADE, INDUSTRY, OR PROFESSION FOR PROFIT OR GAIN.
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12. DO YOU INTEND TO APPLY FOR A "BUSINESS AUTHORIZATION" UNDER THE *FINANCIAL INSTITUTIONS ACT OF B.C.*?  YES  NO

"BUSINESS AUTHORIZATION" MEANS: to carry on Trust Business, Deposit Business, Insurance Business, or both Trust Business and Deposit Business. If "YES", you would be required to register as an Extraprovincial Company under the *Business Corporations Act*, not an Extraprovincial Society. Contact our office if you require further clarification.

13. FULL NAMES AND ADDRESSES OF ALL THE DIRECTORS OF THE SOCIETY

SURNAME	FIRST NAME & INITIALS	ADDRESS (P.O. BOX NO. ALONE IS NOT ACCEPTABLE)	CITY	PROVINCE	POSTAL CODE

IN WITNESS WHEREOF THE SOCIETY HAS EXECUTED THIS STATEMENT ON THIS STATEMENT IS EXECUTED IN THE NAME OF THE SOCIETY BY:

YYYY / MM / DD

PRINT NAME	NAME OF SOCIETY
ADDRESS	
CITY / PROVINCE / POSTAL CODE	
RELATIONSHIP TO SOCIETY	BY AUTHORIZED SIGNING OFFICER

**CONSENT** - I HEREBY CONSENT TO ACT AS ATTORNEY OF THE ABOVE MENTIONED EXTRAPROVINCIAL SOCIETY.

NAME OF ATTORNEY \_\_\_\_\_

SIGNATURE OF ATTORNEY OR AUTHORIZED SIGNING OFFICER IF ATTORNEY IS A CORPORATION	CITY	DATE SIGNED YYYY / MM / DD
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Reg 15(4)

## 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](http://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 Approval 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 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 at 250 356-2893.

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 Web site for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The Web site address is: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).

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 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.bcregistryservices.gov.bc.ca/nro](http://www.bcregistryservices.gov.bc.ca/nro) to submit your Name Approval Request electronically, for examination by the Name Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access and a video demonstration to help you through the process. The fee to submit online is \$31.58.

**BY GOVERNMENT AGENT:** Visit any Government Agent who will transmit the request to the Registrar. For locations go to [www.servicebc.gov.bc.ca/services/locations](http://www.servicebc.gov.bc.ca/services/locations).

**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](http://www.bcbusinessregistry.ca).

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

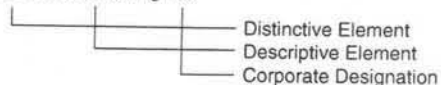
You can also apply for your name by visiting the Names Unit in Victoria, located on the 2nd Floor of 940 Blanshard Street.

Results will be confirmed in the same manner as the application was made.

#### 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.

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**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**

Incorporating companies **must have as the last word in the 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 may have "Limited Liability Company" or "LLC." as the last word in 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 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 "c" 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. Neither the Corporate Registry nor the Ministry of Finance can accept responsibility for any errors or omissions in this information.

**HELP IS AVAILABLE**

For assistance or further information, please call 250 356-2893.

Please retain this sheet for your information



Reg 15(6)

# NAME REQUEST



Ministry of Finance  
BC Registry Services

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
Location:  
2nd Floor – 940 Blanshard Street  
Victoria BC  
[www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

Phone: 250 356-2893 or  
604 775-1044 (Greater Vancouver only)

### INSTRUCTIONS:

- Please retain the yellow copy for your records. If the request is mailed, the Name Reservation section will notify you by letter 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):**  
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NAME APPROVAL NUMBER **NR**

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

<b>PRIORITY REQUEST – Additional fee required</b>	
<input type="checkbox"/> YES – 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
GOVT. AGENT TRANSACTION NO.	GOVT. AGENT AMOUNT COLLECTED
	<b>\$</b>

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 CORPORATION)    
  PROPRIETORSHIP/PARTNERSHIP    
  SOCIETY    
  FINANCIAL INSTITUTION    
  COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country?  
 YES      NO

IF YES, ENTER THE JURISDICTION \_\_\_\_\_ NATURE OF BUSINESS \_\_\_\_\_

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



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# NAME APPROVAL REQUEST INSTRUCTIONS

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- 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 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.bcregistryservices.gov.bc.ca/nro](http://www.bcregistryservices.gov.bc.ca/nro) to submit your Name Approval Request electronically, for examination by the Name Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access and a video demonstration to help you through the process. The fee to submit online is \$31.58.

**BY GOVERNMENT AGENT:** Visit any Government Agent who will transmit the request to the Registrar. For locations go to [www.servicebc.gov.bc.ca/services/locations](http://www.servicebc.gov.bc.ca/services/locations).

**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](http://www.bcbusinessregistry.ca).

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

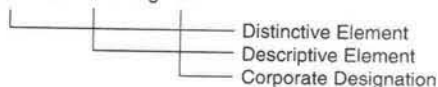
You can also apply for your name by visiting the Names Unit in Victoria, located on the 2nd Floor of 940 Blanshard Street.

Results will be confirmed in the same manner as the application was made.

### 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**

Incorporating companies **must have as the last word in the 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 may have "Limited Liability Company" or "LLC." as the last word in 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 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 "c" 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. Neither the Corporate Registry nor the Ministry of Finance can accept responsibility for any errors or omissions in this information.

**HELP IS AVAILABLE**

For assistance or further information, please call 250 356-2893.

Please retain this sheet for your information

07085710

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Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC www.fin.gov.bc.ca/registries

Phone: 250 356-2893 or 604 775-1044 (Greater Vancouver only)

INSTRUCTIONS:

- Please retain the yellow copy for your records. If the request is mailed, the Name Reservation section will notify you by letter 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 Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

NAME REQUEST

NAME APPROVAL NUMBER NR

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

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., 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 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.

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



BC



Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC www.fin.gov.bc.ca/registries

SOCIETY NOTICE OF ADDRESS OF SOCIETY Form 5 Sections 3 and 10 SOCIETY ACT

Telephone: 250 356-8609

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Corporate Registry may have to return documents that do not meet this standard.

- Item A Enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.
Item B Enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.
Item C Enter the complete physical address for the society. In addition you may include general delivery, post office box, rural route, site or comp. number as part of the address. The Corporate Registry cannot accept a PO Box number alone as a physical address. You must include a postal code. If an address does not have street names or numbers, provide a description that would readily allow a person to locate the office. This is the address of the society in British Columbia to which all communications and notices may be sent where the society's records are kept and at which all documents may be served.

Filing Fee:

To register the address of a society at the time of incorporation: no fee
To change the address of an incorporated society: \$15.00 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.

Important Note:

If this form is used to register the address of a society at the time of incorporation no filing fee is charged. If this form is used to change the address of a society after it is incorporated a filing fee of \$15.00 is applicable.

Note: A change of address has effect on the day after the notice is filed with the registrar.

A CERTIFICATE OF INCORPORATION NUMBER

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 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 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

B FULL NAME OF SOCIETY

C ADDRESS OF SOCIETY (must be a physical address - refer to definition in Instructions above)

PROVINCE POSTAL CODE
B.C.

D CERTIFIED CORRECT - I have read this form and found it to be correct. Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED YYYY / MM / DD

X

66



Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC www.fin.gov.bc.ca/registries

FORM 4 (Section 3) Society Act

Telephone: 250 356-8609

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 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

LIST OF FIRST DIRECTORS OF \_\_\_\_\_ (Name of Society)

FULL NAMES

RESIDENTIAL ADDRESSES\*

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Note: (a) One director must be ordinarily resident in British Columbia.

(b) Full names and residential addresses are required for all directors.

\* This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the 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, please provide a description that will readily allow a person to locate the office.

YYYY / MM / DD

Dated on \_\_\_\_\_

\_\_\_\_\_  
(Name of Society)

by \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Relationship to Society)

bc

X

**G CERTIFIED CORRECT** - I have read this form and found it to be correct.  
Signature of a current Director, Officer, or Society Solicitor  
DATE SIGNED  
YYYY / MM / DD

LAST NAME	FIRST NAME AND INITIALS (IF ANY)	RESIDENTIAL ADDRESS (INCLUDE POSTAL CODE)

**F** Full names and addresses of **ALL** the directors of the society (including the new directors listed in Box D) as at the date of change listed above:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)

**E** Full names of persons who have **ceased** to be directors:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)

**D** Full names of new directors **appointed**:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)

**A** FULL NAME OF SOCIETY

**C** DATE OF CHANGE  
YYYY / MM / DD

9. Information is available on the internet at: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).
8. **Filing Fee: \$15.00.** Submit this form with a cheque or money order payable to the Minister of Finance.
7. An individual who has ceased being a director cannot sign this form.
6. If changes occurred on more than one date, you must complete a separate Notice of Changes in Directors form for each date.
5. In Box F, the residential address of a director must be a complete **physical address**. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the 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 director.
4. In Box D, E and F enter the last name, first name, and any initials of the society's directors as indicated.
3. In Box B, enter the Incorporation Number. This number is shown on the top right-hand corner of the Certificate of Incorporation.
2. In Box A, enter the exact name of the society as shown on the Certificate of Incorporation or Change of Name.
1. **Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard. Attach an additional sheet if more space is required.**

**Freedom of Information and Protection of Privacy Act (FIPPA):** The personal information requested on this form is made available to the public under the authority of the Society Act. Questions about how the FIPPA applies to this personal information can be directed to the Administrative Assistant, Corporate and Personal Property Registries at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**OFFICE USE ONLY - DO NOT WRITE IN THIS AREA**

**B** CERTIFICATE OF INCORPORATION NUMBER

**SOCIETY NOTICE OF CHANGES IN DIRECTORS OTHER THAN AT AN ANNUAL GENERAL MEETING**  
Section 24 SOCIETY ACT Form 7  
Filing Fee: \$15.00.

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

Location:  
2nd Floor - 940 Blanshard Street  
Victoria BC

Ministry of Finance  
Corporate and Personal  
Property Registries

Enquiries: 250 356-8609



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Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC

STATEMENT ON REGISTRATION EXTRAPROVINCIAL SOCIETY

(Section 76 Society Act)

Web site: www.fin.gov.bc.ca/registries

Enquiries: 250 356-8609

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 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

1. NAME OF SOCIETY

2. DATE OF INCORPORATION YYYY / MM / DD 3. JURISDICTION OF INCORPORATION

4. GENERAL PURPOSES OF THE SOCIETY ARE: (PROVIDE BRIEF STATEMENT ONLY)

5. FULL ADDRESS OF THE HEAD OFFICE OUTSIDE BRITISH COLUMBIA CITY PROVINCE POSTAL CODE

6. FULL ADDRESS OF THE HEAD OFFICE WITHIN BRITISH COLUMBIA

7. FULL NAME AND ADDRESS OF THE PERSON APPOINTED BY THE CORPORATION AS ITS ATTORNEY FOR THE PURPOSE OF SEC. 77, SOCIETY ACT IS LAST NAME FIRST NAME MIDDLE NAME

PHYSICAL LOCATION ADDRESS PROVINCE POSTAL CODE BC

FULL ADDRESS PROVINCE POSTAL CODE BC

OR, IF ATTORNEY IS A CORPORATION, STATE CORPORATION NAME IN FULL AS WELL AS COMPLETE REGISTERED OFFICE ADDRESSES IN BRITISH COLUMBIA CORPORATION NAME

DELIVERY ADDRESS OF THE COMPANY'S REGISTERED OFFICE PROVINCE POSTAL CODE BC

MAILING ADDRESS OF THE COMPANY'S REGISTERED OFFICE PROVINCE POSTAL CODE BC

8. THE CHARTER AND BYLAW DOCUMENTS OF THE SOCIETY, VERIFIED COPIES OF WHICH ARE ENCLOSED ARE: DATE YYYY / MM / DD NATURE OF DOCUMENTS

9. THE SOCIETY DOES NOT HAVE CAPITAL DIVIDED INTO SHARES.

BC



10. THE LIABILITY OF THE MEMBERS OF THE SOCIETY, UNDER ITS CHARTER AND REGULATIONS, IS LIMITED.

11. THE SOCIETY DOES NOT CARRY ON BUSINESS, TRADE, INDUSTRY, OR PROFESSION FOR PROFIT OR GAIN.

12. DO YOU INTEND TO APPLY FOR A "BUSINESS AUTHORIZATION" UNDER THE FINANCIAL INSTITUTIONS ACT OF B.C.?  YES  NO  
"BUSINESS AUTHORIZATION" MEANS: to carry on Trust Business, Deposit Business, Insurance Business, or both Trust Business and Deposit Business. If "YES", you would be required to register as an Extraprovincial Company under the Business Corporations Act, not an Extraprovincial Society. Contact our office if you require further clarification.

13. FULL NAMES AND ADDRESSES OF ALL THE DIRECTORS OF THE SOCIETY

SURNAME	FIRST NAME & INITIALS	ADDRESS (P.O. BOX NO. ALONE IS NOT ACCEPTABLE)	CITY	PROVINCE	POSTAL CODE

IN WITNESS WHEREOF THE SOCIETY HAS EXECUTED THIS STATEMENT ON THIS STATEMENT IS EXECUTED IN THE NAME OF THE SOCIETY BY:

YYYY / MM / DD

[Date box]

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY / PROVINCE / POSTAL CODE

\_\_\_\_\_  
RELATIONSHIP TO SOCIETY

\_\_\_\_\_  
NAME OF SOCIETY

BY \_\_\_\_\_  
AUTHORIZED SIGNING OFFICER

**CONSENT** - I HEREBY CONSENT TO ACT AS ATTORNEY OF THE ABOVE MENTIONED EXTRAPROVINCIAL SOCIETY.

NAME OF ATTORNEY \_\_\_\_\_

SIGNATURE OF ATTORNEY OR AUTHORIZED SIGNING OFFICER IF ATTORNEY IS A CORPORATION \_\_\_\_\_ CITY \_\_\_\_\_ DATE SIGNED YYYY / MM / DD \_\_\_\_\_



BC

# **Registry Agent Product Catalogue**

Updated April 27, 2009

**Government  
of Alberta ■**

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## **MANDATORY AND OPTIONAL PRODUCTS**

Except as otherwise indicated, registry agents must provide all of the listed products.

## Driver Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Operator licence - first application or renewal		
- 1 year	11.00	6.00
- 2 years	22.00	7.00
- 3 years	33.00	8.00
- 4 years	44.00	9.00
- 5 years	55.00	9.00
- Duplicate or exchange operator licence	13.00	9.00
- Reclassification of operator licence	13.00	9.00
- Condition code maintenance	13.00	9.00
- Reinstatement for an alcohol suspension	200.00	9.00
- Reinstatement non-alcohol suspension	50.00	9.00
- Identification card – first application or renewal:		
- 1 year	6.00	6.00
- 2 years	12.00	7.00
- 3 years	18.00	8.00
- 4 years	24.00	9.00
- 5 years	30.00	9.00
- Duplicate identification card	13.00	9.00
- Road test fees (government conducted)		
- Class 5 or 6 licence	16.00	9.00
- Class 4 licence	21.00	9.00
- Class 1, 2 or 3 licence	31.00	9.00
- Knowledge test (includes additional languages)	5.00	12.00
- Oral/translated knowledge test	5.00	25.00
- English Audio tests	5.00	25.00
- Driver training school licence	175.00	9.00
- Driver instructor licence, 2-year term	60.00	9.00

## Driver Related Products

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Road test fees <sup>1</sup> (Private sector examiner conducted)		
- Class 5 or 6 licence	5.00	**
- Class 4 licence	5.00	**
- Class 1, 2 or 3 licence	5.00	**
- Application for restricted licence	150.00	**
- Application for ignition interlock	63.00	**
- Application for hearing - administrative licence suspension:		
- in person	250.00	**
- non-personal	125.00	**
- Application for hearing – GDL Zero Alcohol Tolerance suspension:		
- in person	250.00	**
- non-personal	125.00	**
- Application for hearing – Transportation Safety Board:		
- in person	250.00	**
- non-personal	125.00	**
- Operator information search (current record)	11.00	**
- Operator “Not Found” report	11.00	**
- Operator historical search (includes confirmation letter)	11.00	**
- Court certificates	11.00	**
- Abstract of driving record	11.00	**
- Verification of suspension	11.00	**
- Photocopy of document (per page)	8.00	**
- Certified copy of documents (per page)	11.00	**
- Copy of medical report	8.00	**

<sup>1</sup> Road test services are only mandatory in areas designated as testing centres by the government prior to 1993.

\*\* Price determined by registry agent.

## Driver Related Products

<b>No Government Fee Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Payment of overdue fines	0.00	9.00
- Payment of current fines	0.00	9.00
- Disabled placard issue	0.00	9.00
- Disabled placard replacement	0.00	9.00
- Operator information search for government organizations (current record)	0.00	9.00
- Operator “Not Found” report for government organizations	0.00	9.00
- Operator historical search for government organizations (includes confirmation letter)	0.00	9.00
- Abstract of driving record for government organizations	0.00	9.00
- Certified copy or photocopy of documents for government organizations (per page)	0.00	9.00
- Licence or identification card return (no refund)	0.00	0.00
- Licence or identification card cancel	0.00	9.00
- Update reinstatement conditions	0.00	9.00
- Merit course entry	0.00	9.00
- CCMTA operator licence close out	0.00	7.00

## Vehicle Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Passenger vehicles - first application/renewal	61.00 <sup>1</sup>	9.00
- Veterans plates – first application or renewal	61.00 <sup>1</sup>	9.00
- Motorcycles, etc. - first application or renewal	36.00 <sup>1</sup>	9.00
- Dealer plates - first application or renewal	150.00 <sup>1</sup>	9.00
- Isolated areas plates – first application or renewal	26.00 <sup>1</sup>	9.00
- Plates for charity organization - first application or renewal	26.00 <sup>1</sup>	9.00
- Antique motor vehicles - one-time fee	30.00	9.00
- Trailer pulled by licensed vehicle - one-time fee	100.00	9.00
- Government plates		
- one-time fee	61.00 <sup>1</sup>	9.00
- trailers - one-time fee	100.00	9.00
- motorcycle/off-highway - one-time fee	36.00 <sup>1</sup>	9.00
- transfer/replacement, etc.	13.00	9.00
- vehicle ownership transfer for government	0.00	9.00
- Commercial trailers by weight first application or renewal (in kg):		
0 - 2500	106.00	9.00
2501 - 3000	132.00	9.00
3001 - 3600	158.00	9.00
3601 - 4400	224.00	9.00
4401 - 5300	251.00	9.00
5301 - 6300	277.00	9.00
6301 - 7600	317.00	9.00
7601 - 9200	449.00	9.00
9201 - 11000	607.00	9.00
11001 - 13000	924.00	9.00
13001 - 16000	1,003.00	9.00
16001 - 19000	1,228.00	9.00
19001 - 23000	1,624.00	9.00
23001 - 28000	1,756.00	9.00
28001 - 34000	2,033.00	9.00

<sup>1</sup> A \$6.00 Motor Vehicle Accident Claims Fund fee is included on these vehicle registrations.

## Vehicle Related Products

<b>Capped Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Transfer plates and registration - including vehicle ownership transfer <sup>2</sup> (includes cab card)	13.00	9.00
- Licence plate exchange <sup>2</sup> (includes cab card)	13.00	9.00
- Change registration (weight increase/decrease or change sub-class) (includes cab card)	13.00	9.00
- Duplicate registration certificate <sup>2</sup> (includes cab card)	13.00	9.00
- In-transit permit	15.00	9.00
- Registration for Class 2 public vehicle (farm vehicle, for example), first application or renewal:		
- 2,500 kg and less	65.00 <sup>1</sup>	9.00
- over 2,500 kg	87.00 <sup>1</sup>	9.00
- Ham plates		
- initial order	0.00	9.00
- renewal	61.00 <sup>1</sup>	9.00
- transfer/replacement	13.00	9.00

<sup>1</sup> A \$6.00 Motor Vehicle Accident Claims Fund fee is included on these vehicle registrations.

<sup>2</sup> Prorate vehicle registrations are optional products.



## Vehicle Related Products

Capped Products	Government Fee	Maximum Service Charge
- Class 1 or 3 public vehicle (commercial truck, for example), first application or renewal (in kg) <sup>1,2</sup> (includes cab card):		
- 0 - 2500	73.00	9.00
2501 - 3000	86.00	9.00
3001 - 3600	112.00	9.00
3601 - 4400	139.00	9.00
4401 - 5300	165.00	9.00
5301 - 6300	191.00	9.00
6301 - 7600	231.00	9.00
7601 - 9200	271.00	9.00
9201 - 11,000	323.00	9.00
11,001 - 13,000	389.00	9.00
13,001 - 16,000	469.00	9.00
16,001 - 17,999	614.00	9.00
18,000 - 19,000	640.00	9.00
19,001 - 23,000	825.00	9.00
23,001 - 28,000	1,063.00	9.00
28,001 - 34,000	1,393.00	9.00
34,001 - 41,000	1,815.00	9.00
41,001 - 49,000	2,383.00	9.00
49,001 - 51,000	2,515.00	9.00
51,001 - 53,000	2,660.00	9.00
53,001 - 55,000	2,792.00	9.00
55,001 - 57,000	2,924.00	9.00
57,001 - 59,000	3,056.00	9.00
59,001 - 61,000	3,188.00	9.00
61,001 - 63,000	3,320.00	9.00
63,001 - 63,500	3,452.00	9.00

<sup>1</sup> A \$6.00 Motor Vehicle Accident Claims Fund fee is included on these vehicle registrations.

<sup>2</sup> Prorate vehicle registrations are optional products.

## Vehicle Related Products

Capped Products	Government Fee	Maximum Service Charge
- First application or renewal for:		
- Registration privately owned off-highway vehicle	36.00 <sup>1</sup>	9.00
- Registration drive-yourself off-highway vehicle	36.00 <sup>1</sup>	9.00
- Registration off-highway dealer	150.00 <sup>1</sup>	9.00
- Registration off-highway vehicle by government	36.00 <sup>1</sup>	9.00
- Class 1 School Bus, first application or renewal	26.00 <sup>1</sup>	9.00
- Exchange plate for new classification <sup>2</sup>	13.00	9.00
- Replace validation tab	13.00	9.00
- Operate a Class 1 public vehicle as a public service bus <sup>2</sup> , first application or renewal	106.00 <sup>1</sup>	9.00
- Public vehicle rented term less than 30 days, vehicle used in livery, or primarily for funeral services, carriage used in urban areas, or within 10 km of urban areas, first application or renewal	82.00 <sup>1</sup>	9.00
- Public vehicle used for a drive-away or tow-away operation, first application or renewal	161.00 <sup>1</sup>	9.00
- Public vehicle used as a rental, motorcycle or moped not used more than 30 days, first application or renewal	36.00 <sup>1</sup>	9.00

<sup>1</sup> A \$6.00 Motor Vehicle Accident Claims Fund fee is included on these vehicle registrations.

<sup>2</sup> Prorate vehicle registrations are optional products.

## Vehicle Related Products

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Personalized plates (includes Veterans plates)	185.00 +9.25 <sup>GST</sup>	**
- Replace personalized plates (includes Veterans plates)	62.00 +3.10 <sup>GST</sup>	**
- Sample plate or tab to collectors	10.00 +0.50 <sup>GST</sup>	**
- Prepaid intransit permit books	375.00	**
- Vehicle information report	13.00	**
- Vehicle registration search (current record)	11.00	**
- Vehicle index search (current record)	11.00	**
- Plate index search (current record)	11.00	**
- Vehicle “Not Found” report	11.00	**
- Vehicle historical search (includes confirmation letter)	11.00	**
- Pre-Court search (current record)	11.00	**
- Historical Pre-Court search	11.00	**
- Court certificate	11.00	**
- Application for hearing - vehicle seizure:		
- in person	250.00	**
- non-personal	125.00	**
- Application for hearing – Transportation Safety Board:		
- in person	250.00	**
- non-personal	125.00	**
- Temporary safety fitness certificates and application package	0.00	**

\*\* Price determined by registry agent.

## Vehicle Related Products

No Government Fee Products	Government Fee	Maximum Service Charge
- Vehicle registration search for government organizations	0.00	9.00
- Vehicle index search for government organizations	0.00	9.00
- Plate index search for government organizations	0.00	9.00
- Vehicle "Not Found" report for government organizations	0.00	9.00
- Vehicle historical search for government organizations (includes confirmation letter)	0.00	9.00
- Pre-Court search for government organizations (current record)	0.00	9.00
- Historical Pre-Court search for government organizations	0.00	9.00
- Replacement vehicle registration (name or address change)	0.00	7.00 *
- Client add/modify (host print)	0.00	0.00
- Cancel vehicle registration (partial refund)	0.00	9.00
- Cancel personalized plate (no refund)	0.00	9.00
- Cancel personalized plate without cancelling ownership	0.00	9.00
- Declare plates lost/stolen/returned	0.00	0.00
- Full refund (cancel registration with administration fee)	0.00	9.00
- Cancel fleet	0.00	9.00
- Vehicle park	0.00	9.00
- Modify vehicle registration (change vehicle particulars or change/add lease arrangement)	0.00	9.00
- Payment on account (excludes NSF payments)	0.00	9.00
- Record unapplied money (MTS service, Code F, etc.)	0.00	9.00
- CCMTA vehicle close out	0.00	7.00
- Vehicle creation (the vehicle's last registration was in another jurisdiction)	0.00	9.00

\* The \$7.00 service fee only applies when printing a replacement vehicle registration on-site.

## Land Titles Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
None at this time		

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Land Title Search (each title)		
- Certified Current Title	3.00	**
- Certified Current Historical Title	3.00	**
- Certified Cancelled Title	3.00	**
- Online View of Full Certified Title	3.00	**
- Fax Certified Title	3.00	**
- On-Line Document Search (each document)		
- Delivered via Download/Email/Courier/Mail/Call Box	3.00	**
- Delivered via Fax	3.00	**
- Document Registration or Rejection Notice	2.00	**
- Plan Search		
- Survey Plan (electronic delivery)	2.00	**
- Survey Plan (physical delivery)	3.00	**
- Township Plan (electronic delivery)	2.00	**
- Township Plan (physical delivery)	3.00	**

<b>No Government Fee Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Alberta Survey Control Markers (ASCM)	0.00	**
- Soil Classification	0.00	**
- Map Print via SPIN 2 system	0.00	**
- Cemeteries Search	0.00	**

\*\* Price determined by registry agent.

## Corporate Registry Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Register TILMA extra-provincial corporation <sup>1</sup>	0.00	0.00
- Add/update TILMA corporation attorney <sup>1</sup>	0.00	0.00
- Amend/correct TILMA corporation <sup>1</sup>	0.00	0.00
- Name change TILMA extra-provincial corporation <sup>1</sup>	0.00	0.00
- Cancel TILMA extra-provincial corporation <sup>1</sup>	0.00	0.00

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
<b>Business Corporations Act</b>		
- Corporation and non-profit organization searches	1.00	**
- Historical Corporation/non-profit organization searches	1.00	**
- Certificate of status - corporation and non-profit organization	5.00	**
- Historical Certificate of status - corporation and non-profit organization	5.00	**
- Incorporation of an Alberta corporation <sup>1</sup>	100.00	**
- Register Extra-Provincial corporation <sup>1</sup>	100.00	**
- Register Extra-Provincial non-profit with Exemption <sup>1</sup>	75.00	**
- Amalgamation of Alberta corporation <sup>1</sup>	100.00	**
- Register amalgamation of Extra-Provincial corporation <sup>1</sup>	100.00	**
- Articles of amendment <sup>1</sup> (name/structure change Alberta corporation)	25.00	**
- Articles of reorganization <sup>1</sup>	25.00	**
- Change of name for an Extra-Provincial corporation <sup>1</sup>	25.00	**
- Restated articles <sup>1</sup>	25.00	**
- Revival of Alberta corporation <sup>1</sup>	100.00	**
- Reinstatement of Extra-Provincial corporation <sup>1</sup>	100.00	**
- English/French name equivalency and registration/cancellation of assumed name <sup>1</sup>	25.00	**
- Continuance of Extra-Provincial corporation into Alberta <sup>1</sup>	100.00	**
- Continuance of Alberta companies as corporations under the BCA <sup>1</sup>	100.00	**

## Corporate Registry Related Products

- Microfilm search (per corporation) <sup>1</sup>	5.00 +0.25 <sup>GST</sup>	**
- Certification: each file <sup>1</sup>	5.00 +0.25 <sup>GST</sup>	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Corporate Registry Related Products

<b>Uncapped Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
<b>Partnership Act</b>		
- Partnership & trade name searches	1.00	**
- Filing certificate of a limited partnership <sup>1</sup>	50.00	**
- Filing a declaration of partnership <sup>1</sup>	10.00	**
- Filing a declaration of change or alteration <sup>1</sup>	10.00	**
- Filing a declaration of trade name <sup>1</sup>	10.00	**
- Filing notice to amend certificate of limited partnership <sup>1</sup>	15.00	**
- Microfilm search: per partnership <sup>1</sup>	5.00 +0.25 <sup>GST</sup>	**
- Certification (per file) <sup>1</sup>	5.00 +0.25 <sup>GST</sup>	**
<b>Limited Liability Partnership</b>		
- Certificate of limited liability partnership <sup>1</sup>	50.00	**

<b>No Government Fee Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Certificate of dissolution <sup>1</sup>	0.00	**
- Revocation of intent to dissolve <sup>1</sup>	0.00	**
- Annual return for Alberta and Extra-Provincial corporations <sup>1</sup>	0.00	**
- Appointment of receiver <sup>1</sup>	0.00	**
- Historical certification certificate, each page certified <sup>1</sup>	0.00	**
- Limited Liability Partnership annual report <sup>1</sup>	0.00	**
- Amend Limited Liability Partnership <sup>1</sup>	0.00	**
- Cancel Limited Liability Partnership <sup>1</sup>	0.00	**
- Corporation status inquiry <sup>1</sup>	0.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.



## Corporate Registry Related Products

No Government Fee Products	Government Fee	Maximum Service Charge
- Notice of change of head office <sup>1</sup>	0.00	**
- Notice of address <sup>1</sup> / Notice of change of address <sup>1</sup>	0.00	**
- Notice of attorney, change of attorney or alternative attorney <sup>1</sup>	0.00	**
- Notice of directors/shareholders or Notice of change of directors/shareholders <sup>1</sup>	0.00	**
- Notice of change of address of registered attorney <sup>1</sup>	0.00	**
- Letter of approval for continuance <sup>1</sup>	0.00	**
- Add/change receiver <sup>1</sup>	0.00	**
- Add/update record keeper <sup>1</sup>	0.00	**
- Change status of merged legal entity <sup>1</sup>	0.00	**
- Complete continuance to another jurisdiction <sup>1</sup>	0.00	**
- Enter bankruptcy <sup>1</sup>	0.00	**
- Enter intent to dissolve <sup>1</sup>	0.00	**
- Enter receipt of final receivership statement <sup>1</sup>	0.00	**
- Enter receipt of interim receivership statement <sup>1</sup>	0.00	**
- Initiate revival of Alberta corporation <sup>1</sup>	0.00	**
- Merge multiple legal entities <sup>1</sup>	0.00	**
- Request to cancel Extra-Provincial legal entity <sup>1</sup>	0.00	**
- Revoke cancellation of Extra-Provincial legal entity <sup>1</sup>	0.00	**
- Structure/jurisdiction change Extra-Provincial <sup>1</sup>	0.00	**
- Update trade name declarant <sup>1</sup>	0.00	**
- Dissolve limited partnership <sup>1</sup>	0.00	**
- Dissolve trade name or partnership <sup>1</sup>	0.00	**
- Service Provider correct trade name/partnership <sup>1</sup>	0.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Personal Property Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
None at this time		

<b>Uncapped Products (service fee is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
<b>Registrations:<sup>1</sup></b>		
- A security agreement under the Personal Property Security Act		
- per year for optional registration from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity registration life <sup>1</sup>	400.00	**
- A registration under the Sale of Goods Act or the Factors Act		
- per year for optional registration from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity registration life <sup>1</sup>	400.00	**
<b>Registrations - Other Acts:<sup>1</sup></b>		
- Writ of Enforcement <sup>1</sup>	10.00	**
- Writ of Seizure and Sale (Federal Writ) <sup>1</sup>	10.00	**
- Attachment Order (infinity) <sup>1</sup>	5.00	**
- Garage Keepers' Lien (six months) <sup>1</sup>	5.00	**
- Receiver's Report (infinity) <sup>1</sup>	5.00	**
- Maintenance Enforcement Order (infinity) <sup>1</sup>	5.00	**
- Matrimonial Property Order (infinity) <sup>1</sup>	5.00	**
- Court or Statutory Order (infinity) <sup>1</sup>	5.00	**
- Land Charge (infinity) <sup>1</sup>	5.00	**
- Crown Charge (infinity) <sup>1</sup>	5.00	**
- Statutory Charge (infinity) <sup>1</sup>	5.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Personal Property Related Products

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
<b>Renewals:<sup>1</sup></b>		
- A renewal of a registration relating to a security agreement under the Personal Property Security Act:		
- per year for optional renewal registration life from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity renewal registration life <sup>1</sup>	400.00	**
- A renewal of registration under the Sale of Goods Act or the Factors Act		
- per year for optional renewal registration life from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity renewal registration life <sup>1</sup>	400.00	**
<b>Renewals - Other Acts:<sup>1</sup></b>		
- Writ of Enforcement <sup>1</sup>	5.00	**
- Writ of Seizure and Sale (Federal Writ) <sup>1</sup>	5.00	**
- Garage Keepers' Lien <sup>1</sup>	5.00	**
<b>Amendment and Renewal<sup>1</sup></b>		
- An amendment and renewal of a registration relating to a security agreement under the Personal Property Security Act:		
- per year for optional renewal registration life from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity renewal registration life <sup>1</sup>	400.00	**
- An amendment and renewal of registration under the Sale of Goods Act or the Factors Act		
- per year for optional renewal registration life from 1 to 25 years <sup>1</sup>	2.00	**
- for infinity renewal registration life <sup>1</sup>	400.00	**
- Writ of Enforcement <sup>1</sup>	5.00	**
- Writ of Seizure and Sale (Federal Writ) <sup>1</sup>	5.00	**
- Garage Keepers' Lien <sup>1</sup>	5.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Personal Property Related Products

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
<b>Search Requests:</b>		
- Debtor name (individual or business name)	1.00	**
- Serial number	1.00	**
- Registration number	1.00	**
- Distribution seizure	1.00	**
- Certificate of Discharged or Expired Registration Number	1.00	**
<b>Miscellaneous:</b>		
- Photocopy of a document (per page) <sup>1</sup>	1.00	**
- Additional charge to certify a copy of above item (per registration) <sup>1</sup>	5.00	**
- Periodic reports (each registration disclosed) <sup>1</sup>	0.50	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Personal Property Related Products

No Government Fee Products	Government Fee	Maximum Service Charge
<b>Amendments:<sup>1</sup></b>		
- An amendment of a registration relating to a security agreement under the Personal Property Security Act <sup>1</sup>	0.00	**
- An amendment of a registration under the Sale of Goods Act or the Factors Act <sup>1</sup>	0.00	**
<b>Amendments - Other Acts:<sup>1</sup></b>		
- Writ of Enforcement <sup>1</sup>	0.00	**
- Writ of Seizure and Sale (Federal Writ) <sup>1</sup>	0.00	**
- Attachment Order <sup>1</sup>	0.00	**
- Garage Keepers' Lien <sup>1</sup>	0.00	**
- Receiver's Report <sup>1</sup>	0.00	**
- Maintenance Enforcement Order <sup>1</sup>	0.00	**
- Railway Rolling Stock <sup>1</sup>	0.00	**
- Matrimonial Property Order <sup>1</sup>	0.00	**
- Court or Statutory Order <sup>1</sup>	0.00	**
- Crown Charge <sup>1</sup>	0.00	**
- Land Charge <sup>1</sup>	0.00	**
- Statutory Charge <sup>1</sup>	0.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Personal Property Related Products

No Government Fee Products	Government Fee	Maximum Service Charge
<b>Discharge:<sup>1</sup></b>		
- Attachment Order <sup>1</sup>	0.00	**
- Crown Charge <sup>1</sup>	0.00	**
- Court or Statutory Order <sup>1</sup>	0.00	**
- Land Charge <sup>1</sup>	0.00	**
- Maintenance Enforcement Order <sup>1</sup>	0.00	**
- Matrimonial Property Order <sup>1</sup>	0.00	**
- Receiver's Report <sup>1</sup>	0.00	**
- Railway Rolling Stock <sup>1</sup>	0.00	**
- Security Agreement <sup>1</sup>	0.00	**
- Sale of Goods or Factors Act <sup>1</sup>	0.00	**
- Writ of Enforcement <sup>1</sup>	0.00	**
- Writ of Seizure and Sale (Federal Writ) <sup>1</sup>	0.00	**
- Garage Keepers' Lien <sup>1</sup>	0.00	**
- Statutory Charge <sup>1</sup>	0.00	**

<sup>1</sup> Designates an optional product.

\*\* Price determined by registry agent.

## Vital Statistics Related Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
None at this time		

<b>Uncapped Products (service charge is market dependent)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Marriage licence	40.00	**
- Application for birth certificates		
- Personal Information with parentage	20.00	**
- Personal Information only	20.00	**
- Application for marriage or death certificates		
- Certified Large (marriage or death)	20.00	**
- Certified Small (marriage)	20.00	**
- Legal Name Change	20.00	**
- Photocopy of a registration		
Birth	20.00	**
Stillbirth	20.00	**
Marriage	20.00	**
Death	20.00	**
- Legal change of name	120.00	**
- Additional fee for fingerprints for each adult 18 and over	25.00	**
- Amendment to a registration	20.00	**
- Genealogical searches (for each 3-year period searched)		
Birth	20.00	**
Stillbirth	20.00	**
Marriage	20.00	**
Death	20.00	**
- Search letter (for each 3-year period searched)		
Birth	20.00	**
Stillbirth	20.00	**
Marriage	20.00	**
Death	20.00	**
Legal Name Change	20.00	**

## Vital Statistics Related Products

<b>No Government Fee Products</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- Amendment to marriage licence	0.00	**
- Registration of marriage	0.00	**

\*\* Price determined by registry agent.



## Health Registration Related Products\*

<b>No Government Fee Products</b> (This is not an all inclusive list of AHCIP registration related services)	<b>Government Fee</b>	<b>Maximum Service Charge **</b>
- Registration and Enrolment		
New account creation	0.00	0.00
- Account Updates/Cancellation		
Addition of newborns	0.00	0.00
Dependant additions	0.00	0.00
Addition of spouse through marriage	0.00	0.00
- Revision of registration cancellation date/reason code	0.00	0.00
- Changes to residency codes/Revision of Temporary Absence dates/code	0.00	0.00
- Cancellation of registration/reason code: Death Returning to parents account Reconciled – returning to previous account Left Alberta Left Alberta one month extended for travel Added in Error Registrant in Federal Penitentiary Registrant in RCMP Registrant in Armed Forces Left Canada	0.00	0.00
- Dependant deletions: Death Returning to parents account Reconciled – returning to previous account Left Alberta Left Alberta one month extended for travel Added in Error Registrant in Federal Penitentiary Registrant in RCMP Registrant in Armed Forces Left Canada	0.00	0.00

- Dependant reinstatements	0.00	0.00
- Status code changes (e.g. primary or dependent)	0.00	0.00
- Non-group Blue Cross start date	0.00	0.00
- Non-group Blue Cross revision start date	0.00	0.00
- Non-group Blue Cross stop date	0.00	0.00
- Registration reinstatements	0.00	0.00
- Revisions to dependants addition date	0.00	0.00
- Revisions to dependants reinstatement dates	0.00	0.00
- Revisions to dependants deletion date/code	0.00	0.00
- Revisions to registration effective dates	0.00	0.00
- Revisions to registration reinstatement dates	0.00	0.00
- Address Change	0.00	0.00
- Name Change	0.00	0.00
- DOB Change or validation	0.00	0.00
- Gender Change	0.00	0.00
- Add or maintain relationship (guardian and executor)	0.00	0.00

\* Where applicable

\*\* To Client

## Other Products

<b>Capped Products (a maximum service charge is set)</b>	<b>Government Fee</b>	<b>Maximum Service Charge</b>
- None at this time	0.00	0.00

<b>Uncapped Products (service charge is market dependent)</b>
- None at this time

<b>No Government Fee Products</b>		
- Raffle Licences	0.00	**

\*\* Price determined by registry agent.

See instructions for completion  
on the back of this form.

**Annual Return**  
Business Corporations Act

Corporate Access No.  For Year Ending \_\_\_\_\_

Date of Incorporation, Continuance, Amalgamation or Registration \_\_\_\_\_  
YEAR MONTH DAY

1. Name of Corporation

2. Address

3. Has there been any change of directors?  Yes  No

4. If Yes, have Corporate Registry Records been updated?  Yes  No If No, attach the update to this form.

**5. SHAREHOLDER INFORMATION**

**6. CHANGES IN SHAREHOLDERS (if applicable)**

Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>

**7. IMPORTANT NOTICE TO CORPORATION**

REG3062 (2006/09)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
(for non-profit companies only)

\_\_\_\_\_  
Name and Title of Person Authorizing  
(please PRINT)

\_\_\_\_\_  
Provide Identification (e.g. Operator's Licence)  
(not applicable for non-profit companies)

# Annual Return

## INSTRUCTIONS - For corporations incorporated, continued, amalgamated or registered pursuant to the Business Corporations Act.

The information contained in an Annual Return shall be up to date as of the last day of the corporation's anniversary month.

Items 2 and 3.

Unless previously filed, any changes, additions or deletions made to the following items must be submitted to an authorized service provider.

- Registered Office Address / Address for Service by Mail
- Attorney - Extra-Provincial Corporations Only
- Address of Attorney - Extra-Provincial Corporations Only
- Directors

Item 5. All corporations must answer this question. If the corporation has not filed an Annual Return previously, this item will be blank.

- List the shareholders, their addresses, and the percentage of issued voting shares each holds
- If there are more than five shareholders, list the five who hold the highest percentage of issued voting shares
- If a shareholder is a corporation, give the corporate access number of that corporation
- If the corporation is a distributing corporation and cannot give this shareholder information, indicate the name and complete mailing address of the Transfer Agent
- The percentages you give **must add up to 100%** unless you have listed only the five major shareholders
- Indicate if this shareholder is also a director

Item 6. Give any changes or corrections to the shareholder information listed in Item 5. List any new shareholders. Refer to Item 5 for required shareholder information. Indicate if this shareholder is also a director.

Extra-provincial Non-Profit Corporations, registered pursuant to the Business Corporations Act, must include the items in 2(a)(i) or (ii) as described in the section below.

**The filing of annual returns, with the exception of non-profits, are no longer processed at a government office. Please take your annual return to an authorized service provider for processing. For information on authorized service providers, visit our website at [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca) or consult the telephone directory under "Licence and Registry Services".**

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**Non-Profit Companies only** incorporated or amalgamated pursuant to the **Companies Act**. Complete this form and return (no fee required) to:

Service Alberta  
PO BOX 1007 STN MAIN  
EDMONTON AB T5J 4W6

1. **Alberta Public Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form:

- (a) the last audited balance sheet audited by the company's auditors, and,
  - (b) the auditor's report.
- NOTE: A director, manager or secretary of the company must certify each of these documents to be a true copy.
- (c) a list of directors as of the last day of the company's anniversary month, including their full names and addresses. This information is required for **every** non-profit company pursuant to Section 162(2)(e) of the Companies Act, notwithstanding the responses to questions 3 and 4 on the front of this form.

2. **Alberta Private Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form.

- (a) (i) **Share-Capital Companies**: in the appropriate section of the Annual Return, a list of up to five members (i.e. shareholders) including the name, complete mailing address with postal code, and the percentage of issued voting shares held by each of them.
  - (ii) **Limited-By-Guarantee Companies**: a separate list, attached to the annual return, of up-to-five members, including the name, complete mailing address with postal code.
- (b) a list of directors as described in 1(c) above.

If the company submits a form 6, Notice of Directors or Notice of Change of Directors in place of the list of directors, the form must contain director information only.

*This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.*



**RETURN THIS FORM TO:**  
 Service Alberta                      **OR**  
 North Field Services                Service Alberta  
 3B Commerce Place                 South Field Services  
 10155 102 Street                     301 7015 Macleod Trail  
 Edmonton AB T5J 4L4                Calgary AB T2H 2K6

# Application for Charitable Organizations

Charitable Fund-raising Act

1. Name of Organization			
2. Incorporated Name of Organization <i>(if different from Organization)</i>			
3. Incorporation Number <i>(if applicable)</i>	Telephone Number <i>(include area code)</i>	Fax Number <i>(include area code)</i>	
4. Address of Organization	City	Province	Postal Code
5. Mailing Address <i>(if different from above)</i>	City	Province	Postal Code
6. Address of Head Office <i>(if applicable)</i>	City	Province	Postal Code
7. Name of Applicant <i>(last, first, initials) (must be individual with signing authority)</i>		Date of Birth <i>(year/month/day)</i>	
Position Held in Organization	Telephone Number <i>(include area code)</i>	Fax Number <i>(include area code)</i>	

8. List the branches or chapters and addresses *(attach an extra page if necessary)*:

Name of Chapter	Address

9. Identify the objectives of the organization or the purpose of the charitable fund raising *(attach an extra page if necessary)*:

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10. Financial year of organization in which fund raising activities will occur *(maximum 12 months)* \_\_\_\_\_

11. Has the applicant, any director, officer or manager of the organization in the last five years, under the laws of any province, state or country:

	Yes	No
a) been convicted of an offence (excluding traffic violations) under any criminal law or other law in force for which a pardon has not been granted?	<input type="checkbox"/>	<input type="checkbox"/>
b) been the subject of bankruptcy or receivership proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
c) been the subject of a court judgement or writ, or failed to satisfy a judgement or writ?	<input type="checkbox"/>	<input type="checkbox"/>
d) had a business licence or registration refused, suspended or cancelled?	<input type="checkbox"/>	<input type="checkbox"/>
e) been engaged in any business as an owner, partner or director which has been subject to an action under the Unfair Trade Practices Act or the Fair Trading Act?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is Yes to any of these questions, please provide complete details *(attach an extra page if necessary)*:

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**AUTHORIZATION FOR CRIMINAL RECORD CHECK**

To be completed by all directors, officers or managers with signing authority **other than the applicant**. Individuals with signing authority must sign and provide their date of birth.

I authorize the Alberta Government to obtain a criminal record check during the time of application, or period of registration granted pursuant to this application and any renewals.

*(Attach an extra page, if necessary)*

Name (PRINT)	Date of Birth (year/month/day)
Title (PRINT)	Signature
Address	

Name (PRINT)	Date of Birth (year/month/day)
Title (PRINT)	Signature
Address	

Name (PRINT)	Date of Birth (year/month/day)
Title (PRINT)	Signature
Address	

**LIST ALL OTHER DIRECTORS AND OFFICERS OF THE ORGANIZATION**

To be completed for all directors and officers not listed above.

*(Attach an extra page, if necessary)*

Name (PRINT)
Title (PRINT)
Address

Name (PRINT)
Title (PRINT)
Address

Name (PRINT)
Title (PRINT)
Address

**WARNING: A false declaration constitutes a criminal offence and is punishable by law. Any application containing false material may result in the refusal, suspension or cancellation of the licence.**

I make application for registration as a charitable organization and authorize the Alberta Government to undertake a criminal record check in connection with this application and any renewals.

\_\_\_\_\_  
Signature of Applicant  
*(Must be person identified in No.7)*

**STATUTORY DECLARATION**

I solemnly declare that the information provided by me on this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the City of \_\_\_\_\_, Alberta, }  
dated \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant  
*(Must be person identified in No.7)*      \_\_\_\_\_  
Date

\_\_\_\_\_  
A Commissioner for Oaths in and for the Province of Alberta      \_\_\_\_\_  
Name of Commissioner (please PRINT)      \_\_\_\_\_  
Expiry Date

*This information is being collected for the purposes of determining suitability of organizations, principals, officers and directors to make solicitations or deal with contributions in accordance with the Charitable Fund-raising Act. Questions about the collection of this information can be directed to the Alberta Government, Administrator of the Charitable Fund-raising Act, 3rd Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4, 427-5210 (Outside of Edmonton, call 310-0000 to be connected toll free).*



Saskatchewan  
Ministry of Justice and  
Attorney General  
Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5

## Business Corporation Extra-Provincial Registration Kit Instructions and Additional Information

Phone (306) 787-2962  
Fax (306) 787-8999  
E-Mail [corporationsjustice@gov.sk.ca](mailto:corporationsjustice@gov.sk.ca)

1. Make sure all areas on the forms are completed in full, and signed and dated where required.
2. The forms **MUST** be submitted **in duplicate**.
3. The fees to register are:

Name Availability Search	\$ 50.00
Registration	<u>\$265.00</u>
Total	\$315.00

- \* All fees must be paid before the forms can be approved.
- \* Make remittance payable to the Minister of Finance, (in Canadian Funds).
- \* Payment can be made by:  
Cash/Cheque/Money Order or  
Visa/MasterCard.

4. You may fax the registration documents (plus authorize payment by Visa, MasterCard). If you fax the documents **DO NOT** mail the originals keep them for your files. The faxed copy must be legible and suitable for imaging. If the fax copy is not legible, you will be asked to submit the originals.

Your documents will not be registered until the completed documents, acceptable for processing, and fees have been received.

5. Send or bring your completed forms and fees to:

Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5  
Fax: (306) 787-8999

Corporations Branch public office hours are from 8 a.m. to 5 p.m., Monday to Friday.

### **IMPORTANT NOTES:**

- \* If your forms are not completed correctly they will be sent back to you. Your date of registration will be effective the date the completed forms, acceptable for registration and all fees are received.
- \* **DO NOT** send cash through the mail.





## REGISTRATION KIT

### EXTRA PROVINCIAL BUSINESS CORPORATIONS

#### INTRODUCTION

The Business Corporations Act requires every corporation carrying on business in Saskatchewan to be registered at the time it commences business in the province. Section 262 of the Act defines "carrying on business". A corporation is deemed to be carrying on business if it holds title or interest in land, maintains an office, warehouse, place of business or telephone, or has a resident agent or representative, in Saskatchewan; or it is otherwise carrying on business in the province.

#### PROCEDURE FOR REGISTRATION

Registration may be effected by sending to the Director:

- (a) Application for Registration (Form 22), in duplicate;
- (b) Power of Attorney (Form 24) appointing a resident of Saskatchewan to act as power of attorney, in duplicate;
- (c) Certificate of Status (also called Certificate of Good Standing) issued by the home jurisdiction;
- (d) Prescribed fee of \$265.00 plus either the \$50.00 or \$60.00 name search fee.

If the corporation has been formed as the result of an amalgamation, a photocopy of the Certificate of Amalgamation or other document setting out the names of the corporations being amalgamated must be attached as a supplement to the "Corporate History" of the corporation as set out in Clause 4 of the Application for Registration (Form 22).

**\*\* NOTE:** If the Certificate of Status (Compliance) does not state the date of incorporation in the home jurisdiction, a photocopy of the Certificate of Incorporation must be attached.

#### EFFECT OF REGISTRATION

The corporation is registered in Saskatchewan on the date shown in the Certificate of Registration issued by Corporations Branch. A corporation, while registered, is entitled, and has the capacity, to carry on business in Saskatchewan subject to any other laws applicable to persons or corporations.



## EXTRA-PROVINCIAL CORPORATIONS

### FILING REQUIREMENTS

Once an Extra-provincial corporation is registered in Saskatchewan, it must file amendments that effect:

- a) a change of name\*,
- b) continuance under the laws of another jurisdiction, or
- c) an amalgamation.

There is no prescribed form for filing these amendments. In the case of a) and b) above, file a clear photocopy of the Certificate and Articles of Amendment as issued by the home jurisdiction along with the \$115.00 fee.

To register an amalgamation, file a clear photo-copy of the Certificate and Articles of Amalgamation, a Power of Attorney form (Form 24), a list of directors (including their full names and addresses) and the registered office (which may be done in a covering letter) and the \$265.00 fee.

Any further change in directors, registered office or mailing address may be filed by sending notification of the change (within 15 days) in a letter.

Annual Returns are computer generated for each corporation and are due one month after the month of incorporation (in the home jurisdiction). We are therefore unable to supply blank Annual Return forms.

**\* If there is a substantial change in the name, the \$50.00 name search is also due.**

## PAYMENT FOR SERVICES

All services provided by Corporations Branch may be paid for by:

- 1) Cash/cheque/money order (do not send cash through the mail)
- 2) Visa/MasterCard
- 3) Debit Card (for walk-in customers only)
- 4) Deposit Account\*

\* **Applies only to those agencies who have an Account with Corporations Branch**

- For
- 1) Mail requests - include your cheque or money order, Visa/MasterCard number (including expiry date) or Deposit Account Number.
  - 2) Fax requests - include your Visa/MasterCard number (including expiry date) or Deposit Account Number

Use the Client Payment Authorization Form below to authorize payment. This form will be destroyed once payment has been authorized.

### CLIENT AUTHORIZATION PAYMENT FORM FOR PAYMENT BY:

	<b>Deposit Account</b>	Account #
--	------------------------	-----------

	<b>Visa/MasterCard</b>	Card #:
		Expiry Date:

Name:
Complete Address:
Phone No.: (      )

1. Name of entity:	Corp. # in home jurisdiction
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2. Address of Registered Office in home jurisdiction:
_____
Street Address
_____
Name of City/Town/Village Province Postal Code

3. Corporate history:	Fundamental changes since Incorporation/Amalgamation in home jurisdiction (e.g. Name changes & date of change, etc.) Attach an additional sheet if insufficient space.
<b>Incorporation/Amalgamation Date in home jurisdiction:</b>	
<b>Jurisdiction of Incorporation/Amalgamation:</b>	

4. The directors of the corporation are: (Attach an additional sheet if insufficient space)

Name	Address	Position held (if any)

5. Attached documents include:

- Power of Attorney
- Certificate of Status (or Compliance) from home jurisdiction

I _____, being _____ of the <i>(Please print full name)</i> <i>(Director/Solicitor and Agent/Authorized Officer)</i>
corporation, certify that the Application for Registration and any attachments are correct and that I have the authority to request this Application be filed pursuant to <i>The Business Corporations Act</i> .
Date: _____ Signature: _____

## *Application for Registration*

### **Form 22**

#### INSTRUCTIONS FOR COMPLETION

- Item 1:** Type or print the full legal name of the corporation.
- Item 2:** Type or print the full address, such as street, number if multi-office building, room number and postal code.
- Item 3:** Give date and jurisdiction of incorporation or date and jurisdiction of amalgamation and of inter-jurisdictional transfer, if any, and change of name.

Examples of information required:

- (a) ABC Holdings Ltd. was incorporated under the laws of Alberta on January 15, 1921 as XYZ Agencies Ltd. - changed to its present name on April 21, 1930 - continued as a Manitoba corporation under its present name on January 10, 1977.
- (b) A.B.C. Holdings Ltd. resulted from the amalgamation of A.B.C. Enterprises Ltd. and A.B.C. Investments Ltd. under the laws of Alberta on February 14, 1965.

- Item 4:** List the directors of the corporation and their addresses.
- Item 5:** A Certificate of Status or its equivalent must be obtained from an appropriate official of the jurisdiction where the corporation is incorporated or deemed to be incorporated.

At the bottom of the page a director or authorized officer of the corporation shall complete and sign the application.

---

Completed documents, in duplicate, and the prescribed fee payable to the **Minister of Finance** are to be sent to:

Director, Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5

<b>Name of corporation:</b>	<b>Entity No.:</b>
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appoints:

<b>Name of Power of Attorney</b>	<b>Address</b> (must be resident of Saskatchewan) If the Power of Attorney resides in a city his or her resident address <b>MUST</b> be indicated. If residence is in a rural area, use a legal land description (including R.M. name and number).	<b>Signature of individual named as Attorney</b> (indicates acceptance of appointment)

to act as its attorney for the purpose of receiving service of process in all suits and proceedings by or against the corporation within Saskatchewan and for the purpose of receiving all lawful notices; and the corporation declares that service of process respecting such suits and proceedings, and of such notices, upon the attorney are legal and binding to all intents and purposes whatsoever.

Where more than one person is appointed attorney, any one of them, without the others, may act as true and lawful attorney of the corporation.

This appointment revokes all previous appointments.

**(This section is to be completed by a Director or Authorized Officer of the above corporation.)**

**Request for Name Availability Search  
And Reservation**  
*The Business Corporations Act*

Name of individual (or firm) requesting search: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
(Where you may be reached between 8:00 a.m. and 5:00 p.m.)

	<b>I wish to incorporate as a number corporation.</b> (The number will be issued by Corporations Branch). There will not be a charge for this name search. Please proceed to enter the type of business.
--	--

**Saskatchewan Mandatory Search \$50.00**

Includes a search of names registered in Saskatchewan, Federal corporations and registered trademarks.

<p><b>Service Options:</b> (Results to be mailed unless fax option selected)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><b>Rush</b> (extra \$100 charge)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Fax</b> (extra \$5 charge)</td> </tr> <tr> <td colspan="2">Fax Number: _____</td> </tr> </table>	<input type="checkbox"/>	<b>Rush</b> (extra \$100 charge)	<input type="checkbox"/>	<b>Fax</b> (extra \$5 charge)	Fax Number: _____		<p><b>Scope of Search:</b> (Select the scope of search preferred)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><b>Search all names</b> (A name search fee will apply to EVERY name)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>OR</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Search to first available name</b></td> </tr> </table>	<input type="checkbox"/>	<b>Search all names</b> (A name search fee will apply to EVERY name)	<b>OR</b>		<input type="checkbox"/>	<b>Search to first available name</b>
<input type="checkbox"/>	<b>Rush</b> (extra \$100 charge)												
<input type="checkbox"/>	<b>Fax</b> (extra \$5 charge)												
Fax Number: _____													
<input type="checkbox"/>	<b>Search all names</b> (A name search fee will apply to EVERY name)												
<b>OR</b>													
<input type="checkbox"/>	<b>Search to first available name</b>												

**Names to Search: (in order of preference)** Each name requires a distinctive and descriptive term. A distinctive term distinguishes your name from anyone else in the same type of business. A descriptive term indicates what type of business you will be doing. Eg. Bob's Courier Service Ltd.

(If you have additional names, please attach a separate page. **NOTE:** You do not have to enter more than one name if you do not wish to).

<b>1.</b>
<b>2.</b>
<b>3.</b>

**Type(s) of business the business intends to carry on:** (please be specific, terms such as manufacturing, consulting, etc. need further clarification).

--

<b>General location(s) in Saskatchewan where business will operate:</b>
---

**This name is to be used for:**

<input type="checkbox"/>	<b>Incorporation</b>
<input type="checkbox"/>	<b>Restoral</b>
<input type="checkbox"/>	<b>Name Change from:</b>
<input type="checkbox"/>	<b>Extra Provincial Registration from:</b>
<input type="checkbox"/>	<b>Amalgamation – The name will be the same as the following:</b>
Entity No.	Name:
<input type="checkbox"/>	<b>Extra Provincial registration of a Federally registered corporation or a Saskatchewan numbered corporation.</b> There will not be a charge for this name search. Please proceed to enter the name of the corporation and the type of business.

**\*\* Optional Searches Available (extra \$60.00 fee)** To request a search for a trademark, federal name search or a search which contains similar names registered across Canada; contact Corporations Branch at (306) 787-2962 for further details.

## **STARTING A BUSINESS IN SASKATCHEWAN LICENCE AND REGISTRATION REQUIREMENTS**

1. Municipal or City Business Licence: - required in each municipality in which your business operates.

**CONTACT:** Municipal Office or City Hall  
**COST:** depending on individual circumstances

2. Provincial Sales Tax (also known as PST): required by all retail businesses selling tangible goods and services.

**CONTACT:** Ministry of Finance  
Education and Health Tax  
2350 Albert Street  
Regina, SK S4P 4A6  
Phone: (306) 787-6645 or 1-800-667-6102

3. Goods and Services Tax Registration: (known as GST): required by most businesses.

<b>CONTACT:</b>	Regina Tax Services Office Goods and Services Tax P.O. Box 557 Regina, SK S4P 3A3 Phone: 1-800-959-5525	<b>OR</b>	Saskatoon Tax Services Goods and Services Tax 340 – 3 <sup>rd</sup> Avenue North Saskatoon, SK S7K 0A8 Phone: 1-800-959-5525
<b>COST:</b>	No Charge		

You may also contact Canada Revenue Agency through their internet site at [www.cra-adrc.gc.ca](http://www.cra-adrc.gc.ca)

4. Employer Registration Number: required by all employers who make deductions for Income Tax, Unemployment Insurance, and Canada Pension.

<b>CONTACT:</b>	Regina Tax Services Office P.O. Box 557 Regina, SK S4P 3A3 Phone: 1-800-959-5525	<b>OR</b>	Saskatoon Tax Services 340 – 3 <sup>rd</sup> Avenue North Saskatoon, SK S7K 0A8 Phone: 1-800-959-5525
<b>COST:</b>	No Charge		

You may also contact Canada Revenue Agency through their internet site at [www.cra-adrc.gc.ca](http://www.cra-adrc.gc.ca)

5. Workers Compensation Coverage: required by most employers.

**CONTACT:** Workers' Compensation Board  
200 - 1881 Scarth St.  
Regina, SK S4P 4L1  
Phone: (306) 787-4370 or 1-800-667-7590



6. If you are a motor dealer, auctioneer, collection agent, direct seller, credit reporting agency, or rent or sell videos.

**CONTACT:** Ministry of Justice and Attorney General  
Consumer Protection Branch  
500 - 1919 Saskatchewan Drive  
Regina, SK S4P 4H2  
Phone: (306) 787-5550 or 1-877-880-5550 (in Saskatchewan)  
[www.justice.gov.sk.ca/cpb](http://www.justice.gov.sk.ca/cpb)

**\* NOTE:** Other licences may be required. You may check with:

Ministry of Energy and Resources at:  
1-800-265-2001 or check their web site at [www.er.gov.sk.ca](http://www.er.gov.sk.ca)

Canada-Saskatchewan Business Service Centre at:  
1-800-667-4374 or check their web site at [www.cbsc.org/sask](http://www.cbsc.org/sask)  
for further information.



Saskatchewan  
Ministry of Justice and  
Attorney General  
Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5

## Business Corporation Extra-Provincial Registration Kit Instructions and Additional Information

Phone (306) 787-2962  
Fax (306) 787-8999  
E-Mail [corporationsjustice@gov.sk.ca](mailto:corporationsjustice@gov.sk.ca)

---

1. Make sure all areas on the forms are completed in full, and signed and dated where required.
2. The forms **MUST** be submitted **in duplicate**.
3. The fees to register are:

Name Availability Search	\$ 50.00
Registration	<u>\$265.00</u>
Total	\$315.00

- \* All fees must be paid before the forms can be approved.
  - \* Make remittance payable to the Minister of Finance, (in Canadian Funds).
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Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5  
Fax: (306) 787-8999

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- \* If your forms are not completed correctly they will be sent back to you. Your date of registration will be effective the date the completed forms, acceptable for registration and all fees are received.
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## REGISTRATION KIT

### EXTRA PROVINCIAL BUSINESS CORPORATIONS

#### INTRODUCTION

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#### PROCEDURE FOR REGISTRATION

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- (a) Application for Registration (Form 22), in duplicate;
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- (c) Certificate of Status (also called Certificate of Good Standing) issued by the home jurisdiction;
- (d) Prescribed fee of \$265.00 plus either the \$50.00 or \$60.00 name search fee.

If the corporation has been formed as the result of an amalgamation, a photocopy of the Certificate of Amalgamation or other document setting out the names of the corporations being amalgamated must be attached as a supplement to the "Corporate History" of the corporation as set out in Clause 4 of the Application for Registration (Form 22).

**\*\* NOTE:** If the Certificate of Status (Compliance) does not state the date of incorporation in the home jurisdiction, a photocopy of the Certificate of Incorporation must be attached.

#### EFFECT OF REGISTRATION

The corporation is registered in Saskatchewan on the date shown in the Certificate of Registration issued by Corporations Branch. A corporation, while registered, is entitled, and has the capacity, to carry on business in Saskatchewan subject to any other laws applicable to persons or corporations.



## EXTRA-PROVINCIAL CORPORATIONS

### FILING REQUIREMENTS

Once an Extra-provincial corporation is registered in Saskatchewan, it must file amendments that effect:

- a) a change of name\*,
- b) continuance under the laws of another jurisdiction, or
- c) an amalgamation.

There is no prescribed form for filing these amendments. In the case of a) and b) above, file a clear photocopy of the Certificate and Articles of Amendment as issued by the home jurisdiction along with the \$115.00 fee.

To register an amalgamation, file a clear photo-copy of the Certificate and Articles of Amalgamation, a Power of Attorney form (Form 24), a list of directors (including their full names and addresses) and the registered office (which may be done in a covering letter) and the \$265.00 fee.

Any further change in directors, registered office or mailing address may be filed by sending notification of the change (within 15 days) in a letter.

Annual Returns are computer generated for each corporation and are due one month after the month of incorporation (in the home jurisdiction). We are therefore unable to supply blank Annual Return forms.

**\* If there is a substantial change in the name, the \$50.00 name search is also due.**

## PAYMENT FOR SERVICES

All services provided by Corporations Branch may be paid for by:

- 1) Cash/cheque/money order (do not send cash through the mail)
- 2) Visa/MasterCard
- 3) Debit Card (for walk-in customers only)
- 4) Deposit Account\*

\* **Applies only to those agencies who have an Account with Corporations Branch**

- For
- 1) Mail requests - include your cheque or money order, Visa/MasterCard number (including expiry date) or Deposit Account Number.
  - 2) Fax requests - include your Visa/MasterCard number (including expiry date) or Deposit Account Number

Use the Client Payment Authorization Form below to authorize payment. This form will be destroyed once payment has been authorized.

### CLIENT AUTHORIZATION PAYMENT FORM FOR PAYMENT BY:

	<b>Deposit Account</b>	Account #
--	------------------------	-----------

	<b>Visa/MasterCard</b>	Card #:
		Expiry Date:

Name:
Complete Address:
Phone No.: (      )

1. Name of entity:	Corp. # in home jurisdiction
--------------------	------------------------------

2. Address of Registered Office in home jurisdiction:		
_____		
Street Address		
_____	_____	_____
Name of City/Town/Village	Province	Postal Code

3. Corporate history:	Fundamental changes since Incorporation/Amalgamation in home jurisdiction (e.g. Name changes & date of change, etc.) Attach an additional sheet if insufficient space.
<b>Incorporation/Amalgamation Date in home jurisdiction:</b>	
<b>Jurisdiction of Incorporation/Amalgamation:</b>	

4. The directors of the corporation are: (Attach an additional sheet if insufficient space)

Name	Address	Position held (if any)

5. Attached documents include:

- Power of Attorney
- Certificate of Status (or Compliance) from home jurisdiction

I _____, being _____ of the	
<i>(Please print full name)</i>	<i>(Director/Solicitor and Agent/Authorized Officer)</i>
corporation, certify that the Application for Registration and any attachments are correct and that I have the authority to request this Application be filed pursuant to <i>The Business Corporations Act</i> .	
Date: _____	Signature: _____

## *Application for Registration*

### **Form 22**

#### INSTRUCTIONS FOR COMPLETION

- Item 1:** Type or print the full legal name of the corporation.
- Item 2:** Type or print the full address, such as street, number if multi-office building, room number and postal code.
- Item 3:** Give date and jurisdiction of incorporation or date and jurisdiction of amalgamation and of inter-jurisdictional transfer, if any, and change of name.

Examples of information required:

- (a) ABC Holdings Ltd. was incorporated under the laws of Alberta on January 15, 1921 as XYZ Agencies Ltd. - changed to its present name on April 21, 1930 - continued as a Manitoba corporation under its present name on January 10, 1977.
- (b) A.B.C. Holdings Ltd. resulted from the amalgamation of A.B.C. Enterprises Ltd. and A.B.C. Investments Ltd. under the laws of Alberta on February 14, 1965.

- Item 4:** List the directors of the corporation and their addresses.
- Item 5:** A Certificate of Status or its equivalent must be obtained from an appropriate official of the jurisdiction where the corporation is incorporated or deemed to be incorporated.

At the bottom of the page a director or authorized officer of the corporation shall complete and sign the application.

---

Completed documents, in duplicate, and the prescribed fee payable to the **Minister of Finance** are to be sent to:

Director, Corporations Branch  
200, 1871 Smith Street  
Regina, Saskatchewan  
S4P 4W5

<b>Name of corporation:</b>	<b>Entity No.:</b>
-----------------------------	--------------------

appoints:

<b>Name of Power of Attorney</b>	<b>Address</b> (must be resident of Saskatchewan) If the Power of Attorney resides in a city his or her resident address <b>MUST</b> be indicated. If residence is in a rural area, use a legal land description (including R.M. name and number).	<b>Signature of individual named as Attorney</b> (indicates acceptance of appointment)

to act as its attorney for the purpose of receiving service of process in all suits and proceedings by or against the corporation within Saskatchewan and for the purpose of receiving all lawful notices; and the corporation declares that service of process respecting such suits and proceedings, and of such notices, upon the attorney are legal and binding to all intents and purposes whatsoever.

Where more than one person is appointed attorney, any one of them, without the others, may act as true and lawful attorney of the corporation.

This appointment revokes all previous appointments.

**(This section is to be completed by a Director or Authorized Officer of the above corporation.)**



**Request for Name Availability Search  
And Reservation**  
*The Business Corporations Act*

Name of individual (or firm) requesting search: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
(Where you may be reached between 8:00 a.m. and 5:00 p.m.)

	<b>I wish to incorporate as a number corporation.</b> (The number will be issued by Corporations Branch). There will not be a charge for this name search. Please proceed to enter the type of business.
--	--

**Saskatchewan Mandatory Search \$50.00**

Includes a search of names registered in Saskatchewan, Federal corporations and registered trademarks.

<p><b>Service Options:</b> (Results to be mailed unless fax option selected)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><b>Rush</b> (extra \$100 charge)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Fax</b> (extra \$5 charge)</td> </tr> <tr> <td colspan="2">Fax Number: _____</td> </tr> </table>	<input type="checkbox"/>	<b>Rush</b> (extra \$100 charge)	<input type="checkbox"/>	<b>Fax</b> (extra \$5 charge)	Fax Number: _____		<p><b>Scope of Search:</b> (Select the scope of search preferred)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><b>Search all names</b> (A name search fee will apply to EVERY name)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>OR</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Search to first available name</b></td> </tr> </table>	<input type="checkbox"/>	<b>Search all names</b> (A name search fee will apply to EVERY name)	<b>OR</b>		<input type="checkbox"/>	<b>Search to first available name</b>
<input type="checkbox"/>	<b>Rush</b> (extra \$100 charge)												
<input type="checkbox"/>	<b>Fax</b> (extra \$5 charge)												
Fax Number: _____													
<input type="checkbox"/>	<b>Search all names</b> (A name search fee will apply to EVERY name)												
<b>OR</b>													
<input type="checkbox"/>	<b>Search to first available name</b>												

**Names to Search: (in order of preference)** Each name requires a distinctive and descriptive term. A distinctive term distinguishes your name from anyone else in the same type of business. A descriptive term indicates what type of business you will be doing. Eg. Bob's Courier Service Ltd.

(If you have additional names, please attach a separate page. **NOTE:** You do not have to enter more than one name if you do not wish to).

<b>1.</b>	_____
<b>2.</b>	_____
<b>3.</b>	_____

**Type(s) of business the business intends to carry on:** (please be specific, terms such as manufacturing, consulting, etc. need further clarification).

--

<b>General location(s) in Saskatchewan where business will operate:</b>
---

**This name is to be used for:**

<input type="checkbox"/>	<b>Incorporation</b>
<input type="checkbox"/>	<b>Restoral</b>
<input type="checkbox"/>	<b>Name Change from:</b>
<input type="checkbox"/>	<b>Extra Provincial Registration from:</b>
<input type="checkbox"/>	<b>Amalgamation – The name will be the same as the following:</b>
Entity No.	Name: _____
<input type="checkbox"/>	<b>Extra Provincial registration of a Federally registered corporation or a Saskatchewan numbered corporation.</b> There will not be a charge for this name search. Please proceed to enter the name of the corporation and the type of business.

**\*\* Optional Searches Available (extra \$60.00 fee)** To request a search for a trademark, federal name search or a search which contains similar names registered across Canada; contact Corporations Branch at (306) 787-2962 for further details.

## **STARTING A BUSINESS IN SASKATCHEWAN LICENCE AND REGISTRATION REQUIREMENTS**

1. Municipal or City Business Licence: - required in each municipality in which your business operates.

**CONTACT:** Municipal Office or City Hall  
**COST:** depending on individual circumstances

2. Provincial Sales Tax (also known as PST): required by all retail businesses selling tangible goods and services.

**CONTACT:** Ministry of Finance  
Education and Health Tax  
2350 Albert Street  
Regina, SK S4P 4A6  
Phone: (306) 787-6645 or 1-800-667-6102

3. Goods and Services Tax Registration: (known as GST): required by most businesses.

<b>CONTACT:</b>	Regina Tax Services Office Goods and Services Tax P.O. Box 557 Regina, SK S4P 3A3 Phone: 1-800-959-5525	<b>OR</b>	Saskatoon Tax Services Goods and Services Tax 340 – 3 <sup>rd</sup> Avenue North Saskatoon, SK S7K 0A8 Phone: 1-800-959-5525
<b>COST:</b>	No Charge		

You may also contact Canada Revenue Agency through their internet site at [www.cra-adrc.gc.ca](http://www.cra-adrc.gc.ca)

4. Employer Registration Number: required by all employers who make deductions for Income Tax, Unemployment Insurance, and Canada Pension.

<b>CONTACT:</b>	Regina Tax Services Office P.O. Box 557 Regina, SK S4P 3A3 Phone: 1-800-959-5525	<b>OR</b>	Saskatoon Tax Services 340 – 3 <sup>rd</sup> Avenue North Saskatoon, SK S7K 0A8 Phone: 1-800-959-5525
<b>COST:</b>	No Charge		

You may also contact Canada Revenue Agency through their internet site at [www.cra-adrc.gc.ca](http://www.cra-adrc.gc.ca)

5. Workers Compensation Coverage: required by most employers.

**CONTACT:** Workers' Compensation Board  
200 - 1881 Scarth St.  
Regina, SK S4P 4L1  
Phone: (306) 787-4370 or 1-800-667-7590

6. If you are a motor dealer, auctioneer, collection agent, direct seller, credit reporting agency, or rent or sell videos.

**CONTACT:** Ministry of Justice and Attorney General  
Consumer Protection Branch  
500 - 1919 Saskatchewan Drive  
Regina, SK S4P 4H2  
Phone: (306) 787-5550 or 1-877-880-5550 (in Saskatchewan)  
[www.justice.gov.sk.ca/cpb](http://www.justice.gov.sk.ca/cpb)

**\* NOTE:** Other licences may be required. You may check with:

Ministry of Energy and Resources at:  
1-800-265-2001 or check their web site at [www.er.gov.sk.ca](http://www.er.gov.sk.ca)

Canada-Saskatchewan Business Service Centre at:  
1-800-667-4374 or check their web site at [www.cbsc.org/sask](http://www.cbsc.org/sask)  
for further information.

Saskatchewan -  
REQUEST OR  
NAME AVAILAB.



# Request for Name Availability Search And Reservation

*The Business Corporations Act*

Print Form

Form 27

Name of individual (or firm) requesting search: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Attention: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
(Where you may be reached between 8:00 a.m. and 5:00 p.m.)

**I wish to incorporate as a number corporation.** (The number will be issued by Corporations Branch). There will not be a charge for this name search. Please proceed to enter the type of business.

**Saskatchewan Mandatory Search** **\$50.00**  
Includes a search of names registered in Saskatchewan,  
Federal corporations and registered trademarks.

**Service Options:**  
(Results to be mailed unless fax option selected)  
 **Rush** (extra \$100 charge)  
 **Fax** (extra \$5 charge)  
Fax Number: \_\_\_\_\_

**Scope of Search:**  
(Select the scope of search preferred)  
 **Search all names** (A name search fee will apply to EVERY name)  
**OR**  
 **Search to first available name**

**Names to Search: (in order of preference)** Each name requires a distinctive and descriptive term. A distinctive term distinguishes your name from anyone else in the same type of business. A descriptive term indicates what type of business you will be doing. Eg. Bob's Courier Service Ltd.  
(If you have additional names, please attach a separate page. **NOTE:** You do not have to enter more than one name if you do not wish to).  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Type(s) of business the business intends to carry on:** (please be specific, terms such as manufacturing, consulting, etc. need further clarification).  
\_\_\_\_\_  
\_\_\_\_\_

**General location(s) in Saskatchewan where business will operate:**  
\_\_\_\_\_  
\_\_\_\_\_

**This name is to be used for:**  
 Incorporation  
 Restoral  
 Name Change from: \_\_\_\_\_  
 Extra Provincial Registration from: \_\_\_\_\_  
 Amalgamation - The name will be the same as the following:  
Entity No. \_\_\_\_\_ Name: \_\_\_\_\_  
 Extra Provincial registration of a Federally registered corporation or a Saskatchewan numbered corporation. There will not be a charge for this name search. Please proceed to enter the name of the corporation and the type of business.

**\*\* Optional Searches Available (extra \$60.00 fee)** To request a search for a trademark, federal name search or a search which contains similar names registered across Canada; contact Corporations Branch at (306) 787-2962 for further details.

Manitoba-07201(1)



Ministry of Government Services  
Central Production and Verification Services Branch  
393 University Ave, Suite 200  
Toronto ON M5G 2M2

**FORM 2**  
**Initial Return/Notice of Change**  
**by an Extra-Provincial Corporation**  
*Corporations Information Act*

**Instructions for Completion**

The attached form is to be used by a corporation that is incorporated, continued or amalgamated in a jurisdiction other than **Ontario**:

- OR** (A) as an Initial Return to be filed within 60 days of the date of commencing business activity in Ontario;
- (B) as a Notice of Change to be filed within 15 days after the change or changes take place in the information previously filed.

A duplicate copy of this return/notice must be kept at the corporation's registered office or principal place of business in Ontario and must be available for examination.

Please type or print all information **in block capital letters using black ink.**

All items on Form 2, page 1 and page 2 must be completed in full, unless otherwise indicated.

Documents filed with the Central Production and Verification Services Branch must be neat, legible and suitable for microfilming. Documents that do not conform to this standard will be returned to the corporation.

All **dates** must be completed using the following numeric format:

January 3, 1999 would be:

Year	Month	Day
1999	01	03

**Addresses** must be completed in full, including the street number and name, the city or town and the unit or suite number, if applicable. The province or state, country and postal code must be included when required. **Do not use abbreviations for provinces, states or countries. Post office box numbers cannot be used.** Please note that any handwriting or typing outside the designated boxes will be ignored; it is not part of the approved form.

**FEE**

There is no fee for the filing of an initial return or notice of change.

**PENALTIES**

Sections 13 and 14 of the *Corporations Information Act* provide penalties for contravening the Act or Regulations.

Section 18(1) of the Act provides that a corporation that is in default of a requirement under this Act to file a return/notice or that has unpaid fees or penalties is not capable of maintaining a proceeding in a court in Ontario in respect of the business carried on by the corporation except with leave of the court.

Manitoba  
07 201 (2)

**COMPLETION OF PAGE 1**

- Item 1: Initial Return/Notice of Change by a business corporation/not-for-profit corporation:**  
Indicate whether an extra-provincial corporation is filing an Initial Return or a Notice of Change by placing an X in the appropriate box. (Choose one box only.)
- Item 2: Ontario Corporation Number:**  
Insert the Ontario Corporation Number. This number appears in the top right corner of the Extra-Provincial Licence issued to the corporation. If the corporation does not require a licence, the number will be assigned upon filing the Initial Return.
- Item 3: Date of Incorporation or Amalgamation:**  
Insert the full date of incorporation or amalgamation, whichever is the most recent.  
**Where an amalgamation has taken place since last filing, please submit a photocopy of the Certificate of Amalgamation with Form 2.**
- Item 4: Corporation Name:**  
Insert the name of the corporation, including punctuation and spacing.
- Item 5: Address of Registered or Head Office:**  
Do not leave this blank.  
Complete the full address of the Registered or Head Office. Post Office box numbers cannot be used. A street address or lot and concession number is required.
- Item 6: Address of Principal Office in Ontario:**  
If the address is the same as the address of the Registered or Head Office, place an X in the box provided.  
If this item is not applicable, place an X in the box provided.  
If the address of the principal office is different from the address of the registered or head office, complete this item in full.
- Item 7: Language of Preference:**  
Specify whether you prefer to receive correspondence from Central Production and Verification Services Branch in English or French.
- Item 8: Former Corporation Name:**  
Insert the most recent former name of the corporation, including spacing and punctuation.
- Item 9: Date Commenced Business Activity in Ontario:**  
Insert the date the corporation commenced business activity in Ontario.
- Item 10: Date Ceased Carrying on Business Activity in Ontario:**  
Insert the complete date on which the corporation ceased carrying on business activity in Ontario.  
If not applicable, place an X in the box provided.
- Item 11: Jurisdiction of Incorporation, Amalgamation or Continuation:**  
The jurisdiction of incorporation, continuation or amalgamation (whichever is most recent) must be indicated by placing an X in the appropriate box. If the jurisdiction is one other than those listed, set out the name of the jurisdiction in full in the space provided.

**COMPLETION OF PAGE 2**

Complete the Ontario Corporation Number and the Date of Incorporation or Amalgamation (whichever is most recent).

- Item 12: Name and office address of the Chief Officer/Manager in Ontario:**  
If this item is not applicable to your corporation, place an X in the box provided.  
If applicable, complete the name in full, providing the last name, first name, and middle name/initials. Complete the full office address of the Chief Officer/Manager in Ontario.  
**Date Effective:**  
Insert the date the Chief Officer/Manager in Ontario assumed his/her position.  
**Date Ceased:**  
Insert the date the Chief Officer/Manager in Ontario ceased to hold his/her position.  
If the date ceased has been completed, the date the Chief Officer/Manager assumed his/her position must also be completed.
- Item 13: Name and office address of Agent for Service in Ontario:**  
If the corporation is incorporated outside of Canada, an agent for service is required.  
If the requirement for an agent for service is not applicable, place an X in the box provided.  
If Item 14 is applicable, indicate if the agent is an individual or a corporation with its registered office address in Ontario. If the agent is an individual, complete section (a) his/her last name, first name, middle name/initials and section (c) full address.  
If the agent is a corporation, complete section (b) the Ontario Corporation Number and the full Corporation name, including punctuation and spacing, and section (c) full address.  
**Please Note:** For a foreign corporation, (business corporation incorporated or continued under the laws of a jurisdiction outside of Canada), to change information about an Agent for Service, a completed Form 2, Revised Appointment of Agent for Service under the *Extra-Provincial Corporations Act* (Ontario) must accompany the document you are presently completing.  
Not-for-Profit corporations incorporated outside of Canada do not require an Agent for Service and therefore a Revised Appointment of Agent for Service is not required for these corporations.

- Item 14: Person Authorizing Filing:**  
Print the name of the person authorizing this filing. This must be a director, officer or other individual having knowledge of the affairs of the corporation. The name of the individual must be completed in the box provided and an X must be placed in the appropriate box to indicate whether the individual is a director, officer or other individual having knowledge of the affairs of the corporation.

The completed form must be mailed or delivered to:  
Ministry of Government Services  
Central Production and Verification Services Branch  
393 University Ave, Suite 200  
Toronto ON M5G 2M2



Ministry of Government Services

Ministère des Services gouvernementaux

Central Production and Verification Services Branch
393 University Ave, Suite 200
Toronto ON M5G 2M2

Direction des services centraux de production et de vérification
393, av University, bureau 200
Toronto ON M5G 2M2

Manitoba - 07201(5)

Form 2 - Extra-Provincial Corporations / Initial Return / Notice of Change
Formule 2 - Personnes morales extra-provinciales / Rapport initial/Avis de modification

Corporations Information Act / Loi sur les renseignements exigés des personnes morales

Please type or print all information in block capital letters using black ink.
Prière de dactylographier les renseignements ou de les écrire en caractères d'imprimerie à l'encre noire.

1. Business Corporations/Société par actions, Not-For-Profit Corporation/Personne morale sans but lucratif. Includes checkboxes for Initial Return and Notice of Change.

4. Corporation Name Including Punctuation/Raison sociale de la personne morale, y compris la ponctuation. Includes a field for 'For Ministry Use Only'.

5. Address of Registered or Head Office/Adresse du siège social c/o / a/s. Includes fields for Street No./N° civique, Street Name/Nom de la rue, Suite/Bureau, City/Town/Ville, Province, State/Province, État, Country/Pays, and Postal Code/Code postal.

6. Address of Principal Office in Ontario/Adresse du bureau principal en Ontario. Includes fields for Street No./N° civique, Street Name/Nom de la rue, Suite/Bureau, City/Town/Ville, and Postal Code/Code postal. Includes checkboxes for 'Same as Above' and 'Not Applicable'.

7. Language of Preference/Langue préférée. Includes checkboxes for English/Anglais and French/Français.

8. Former Corporation Name if applicable/Raison sociale antérieure de la personne morale, le cas échéant. Includes a checkbox for 'Not Applicable'.

9. Date commenced business activity in Ontario/Date de début des activités en Ontario. 10. Date ceased carrying on business activity in Ontario/Date de cessation des activités en Ontario. Includes checkboxes for 'Not Applicable'.

11. Jurisdiction of Incorporation/Amalgamation or Continuation. (Check appropriate box) Do not check more than one box. Lists provinces and territories: ALBERTA, CANADA, NEW BRUNSWICK, NOVA SCOTIA, QUEBEC, YUKON, BRITISH COLUMBIA, MANITOBA, NEWFOUNDLAND, PRINCE EDWARD ISLAND, SASKATCHEWAN, NORTHWEST TERRITORIES, NUNAVUT.

This information is being collected under the authority of The Corporations Information Act for the purpose of maintaining a public data base of corporate information. / La Loi sur les renseignements exigés des personnes morales autorise la collecte de ces renseignements pour constituer une banque de données accessible au public.

FOR MINISTRY USE ONLY/À L'USAGE DU MINISTÈRE. Includes a checkbox for 'See deficiency letter enclosed/Voir l'avis d'insuffisance ci-joint'.

M 211062 - 07201(6)

Form 2 - Extra-Provincial Corporations / Initial Return / Notice of Change  
Formule 2 - Personnes morales extra-provinciales / Rapport initial/Avis de modification  
Corporations Information Act / Loi sur les renseignements exigés des personnes morales

Please type or print all information in block capital letters using black ink.  
Prière de dactylographier les renseignements ou de les écrire en caractères d'imprimerie à l'encre noire.

FOR MINISTRY USE ONLY À L'USAGE DU MINISTÈRE SEULEMENT	Ontario Corporation Number/ Numéro matricule de la personne morale en Ontario	Date of Incorporation or Amalgamation Date de constitution ou fusion Year/Année Month/Mois Day/Jour	For Ministry Use Only À l'usage du ministère seulement

12. Name and Office Address of the Chief Officer/Manager in Ontario/  
Nom et adresse du bureau du directeur général/gérant en Ontario

Not Applicable/Ne s'applique pas

Last Name/Nom de famille: \_\_\_\_\_ First Name/Prénom: \_\_\_\_\_ Middle Name/Autres prénoms: \_\_\_\_\_

Street Number/Numéro civique: \_\_\_\_\_

Street Name/Nom de la rue: \_\_\_\_\_

Street Name (cont'd)/Nom de la rue (suite): \_\_\_\_\_ Suite/Bureau: \_\_\_\_\_

City/Town/Ville: \_\_\_\_\_ Postal Code/Code postal: \_\_\_\_\_

ONTARIO, CANADA

Date Effective Year/Année Month/Mois Day/Jour: \_\_\_\_\_ Date Ceased Year/Année Month/Mois Day/Jour: \_\_\_\_\_  
Date d'entrée en vigueur: \_\_\_\_\_ Date de cessation des fonctions: \_\_\_\_\_

13. Name and Office Address of Agent for Service in Ontario - Check One box  
Nom et adresse du bureau du mandataire aux fins de signification en Ontario. Cocher la case pertinente.

Not Applicable/Ne s'applique pas

Individual or un particulier ou  Corporation une personne morale

Only applies to foreign business corporations  
S'applique seulement aux personnes morales étrangères

Complete appropriate sections below/Remplir les parties pertinentes ci-dessous.

a) Individual Name/Nom du particulier

Last Name/Nom de famille: \_\_\_\_\_ First Name/Prénom: \_\_\_\_\_ Middle Name/Autres prénoms: \_\_\_\_\_

b) Ontario Corporation Number/Numéro matricule de la personne morale en Ontario: \_\_\_\_\_

Corporation Name including punctuation/Raison sociale, y compris la ponctuation: \_\_\_\_\_

c) Address/Adresse

do / als: \_\_\_\_\_

Street No./N° civique: \_\_\_\_\_ Street Name/Nom de la rue: \_\_\_\_\_ Suite/Bureau: \_\_\_\_\_

Street Name (cont'd)/Nom de la rue (suite): \_\_\_\_\_ City/Town/Ville: \_\_\_\_\_

Postal Code/Code postal: \_\_\_\_\_

ONTARIO, CANADA

14. (Print or type name in full of the person authorizing filing./ Dactylographier ou inscrire le prénom et le nom en caractères d'imprimerie de la personne qui autorise l'enregistrement.

I/ Je: \_\_\_\_\_

Check appropriate box / Cocher la case pertinente

D)  Director/Administrateur

O)  Officer/Dirigeant

P)  Other individual having knowledge of the affairs of the Corporation/Autre personne ayant connaissance des activités de la personne morale

certify that the information set out herein, is true and correct.  
atteste que les renseignements précités sont véridiques et exacts.

NOTE/REMARQUE: Section 13 and 14 of the Corporations Information Act provide penalties for making false or misleading statements, or omissions.  
Les articles 13 et 14 de la Loi sur les renseignements exigés des personnes morales prévoient des peines en cas de déclaration fautive ou trompeuse, ou d'omission.

This information is being collected under the authority of The Corporations Information Act for the purpose of maintaining a public data base of corporate information. / La Loi sur les renseignements exigés des personnes morales autorise la collecte de ces renseignements pour constituer une banque de données accessible au public.

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# INFORMATION *Service*

BULLETIN NO. 024  
Issued June 2000

## THE RETAIL SALES TAX ACT

### CHARITABLE & NON-PROFIT ORGANIZATION FUND RAISING ACTIVITIES

This bulletin outlines the Retail Sales Tax (RST) application on goods sold by charitable and non-profit organizations.

#### Exemption on sales by charitable and non-profit organizations

- Charitable and non-profit organizations (hereafter referred to as charities) are not required to collect RST on the sale of goods or services (unless tobacco or alcoholic beverages are sold) if **all** of these conditions are met:
  - The sale is not publicly advertised (e.g., in a newspaper or on the radio). For this purpose, a notice in a church bulletin, community club newsletter or through a free public service ad is not considered public advertising.
  - The sale is not in competition with sales made by a vendor who holds a valid RST number issued by the Minister, (e.g., the charity does not operate a retail store).
  - The sale is not of a commercial nature, (e.g., the sales activities of the charity is staffed by volunteers, or the goods being sold have been donated, or purchased for fund raising purposes).

#### What is a charitable or non-profit organization?

- A charitable organization is an organization that is registered as a charity under the Income Tax Act (Canada).
- An organization is considered to be "non-profit" if it is organized and operated for a purpose other than making a profit.
- Some common examples are: schools, universities, churches and church groups, community clubs, hospitals and other non-profit health facilities, amateur sports clubs, 4-H clubs, Rotary, Girl Guides, Big Brothers, etc.

#### How does the tax apply to fund raising sales?

- Where goods and services are sold by a charity, and the sale meets all the conditions listed above, the sale is not taxable. However the charity must pay tax on its purchase price of the items sold that are otherwise taxable.

**For example:** For a school fund raiser, students are selling chocolate bars at \$4 each for which they paid \$2. Therefore the school pays their supplier the RST ( $\$2 \times 7\% = 14\text{¢}$  / bar) on the bars purchased, but does not collect tax on the sales.

- Where retail merchants participate in a charity fund raiser by selling goods on behalf of the charity, they will not be required to collect the RST; if the entire proceeds of the sale is transferred to the charity and the merchants post a notice that identifies the charity for whom the sale was made. Similar to the above example, the charity must pay the tax on its purchase price of the items sold by the merchants that are otherwise taxable. Where the entire proceeds of the sale will not be transferred to the charity, RST should be collected by the merchants on the selling price and remitted to the Taxation Division.
- Where a charity gives-away taxable goods/services with the expectation of receiving a donation, the donation is not subject to tax but the charity is required to pay tax on its purchase price of the goods/services given-away, (e.g. lapel stickers and embroidered roses on tag days, Easter Seals, identification key tags to enable return of lost keys, etc).
- Where a charity acts as a sales agent for a vendor and receives a commission or fee for making the sale, the sale is a commercial transaction and subject to tax.

**For example:** The tax must be collected on magazine subscriptions sold through a charity. Since the charity does not purchase (own) the magazines being sold, it is the agent for the vendor and is not the seller. The charity must ensure the tax is collected on the sales of magazine subscriptions and that the vendor is registered with the Taxation Division to collect Manitoba tax.

**Sale of snack foods and prepared food and beverages**

- Sales of food and beverages by schools, community clubs or charities are tax exempt if all of the previously mentioned conditions are met. In this case, the school, etc. must pay tax on its purchases of the items being sold and supplies for own use that are otherwise taxable, e.g. chocolate bars, drinks, chips, paper cups, napkins.

**For example:**

- The sale of confectionery or snack food items in a canteen, cafeteria or vending machine operated by schools, community clubs and charities is not taxable, but when these facilities are operated by a commercial entity, the RST must be collected.
- The sale of prepared foods and beverages by a community club or at a church dinner.

**Please note:** Community clubs and charities must register with the Taxation Division and collect tax on these items if they also sell tobacco or liquor products.

- See Bulletin No. 029 – Food and Beverages, for other circumstances in which the sale of prepared food and beverages is exempt.

**Purchases for own use**

- The Act does not provide any specific exemptions for purchases by charitable and non-profit organizations. You are required to pay the RST to your supplier on taxable purchases for fund raising activities (as previously indicated), as well as on items purchased for your own use to

operate the organization, (i.e. furniture, equipment, stationery supplies, brochures, etc).

- Where the supplier has not collected Manitoba RST on taxable purchases, you are required to self assess and remit the tax on the purchase price no later than the 20<sup>th</sup> day of the month following the date of the purchase. If you hold an RST number for RST purposes, you should remit the tax on your next RST return, otherwise simply send a letter with your remittance providing the details of the tax payable to a Taxation Division office listed at the end of this bulletin.

**Please note:** Charities should encourage their out of province suppliers to be registered for the purpose of collecting the Manitoba tax correctly.

#### Goods donated to charities

- Charities are generally not required to pay sales tax on goods/services donated to them for their own use or for a raffle. However, if the item is subject to tax, the donor must pay the tax on the value of the item. Where goods are donated from out of province, charities must ensure the donor has paid the Manitoba tax, otherwise the charities are required to self assess and pay the RST.

#### Raffle winnings

- The recipient of taxable goods won in a raffle is usually not required to pay tax on the value of the item. In the case of a motor vehicle (i.e. car, snowmobile, ATV, etc.), the winner will be required to provide proof at the time of registering the vehicle that tax has already been paid by either the charity or the donor of the item. Otherwise the recipient will be required to pay the tax before the vehicle can be registered.

#### Private purchase of used goods

- Charities are not required to pay RST on used goods purchased for their own consumption from an individual in a private transaction (except for vehicles, snowmobiles, or aircraft).

#### Registration requirements

- Generally charities do not need to be registered for RST purposes, except when:
  - Goods are regularly purchased from out of province suppliers who are not registered to collect tax in Manitoba.
  - Activities include sales that are of a commercial nature and subject to tax.
  - Tobacco or liquor products are being sold.
- Charities that are registered must collect and remit tax on all their sales of prepared foods, snack foods, confectionery and other taxable goods. In this case, the charities may quote their RST number to the supplier to purchase the goods for resale without paying tax, as well as certain supplies that are used to sell the item, (e.g. packaging materials, napkins, paper plates, etc.)
- If you are required to be registered, you can obtain an application at one of the Taxation Division offices listed below. When registered the returns for remitting the tax will be mailed to you.

**FURTHER INFORMATION**

This bulletin is intended to serve as a guideline and is not all-inclusive. For the specific wording of the law, please refer to the Act and Regulation stated below. Further information may be obtained from:

**Winnipeg Office**

Manitoba Finance  
Taxation Division  
101 - 401 York Avenue  
Winnipeg, Manitoba R3C 0P8  
Telephone (204) 945-5603  
Manitoba Toll Free 1-800-782-0318  
Fax (204) 948-2087  
E-mail: [MBTax@gov.mb.ca](mailto:MBTax@gov.mb.ca)  
Web Site: [www.gov.mb.ca/finance/taxation](http://www.gov.mb.ca/finance/taxation)

**Westman Regional Office**

Manitoba Finance  
Taxation Division  
311, 340 - 9th Street  
Brandon, Manitoba R7A 6C2  
Telephone (204) 726-6153  
Manitoba Toll Free 1-800-275-9290  
Fax (204) 726-6763

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**Principal**            *The Retail Sales Tax Act of Manitoba (C.C.S.M. c. R130), Sections 2(1), 3(10)*  
**References in**        *and 3(30).*  
**Legislation:**        *Manitoba Regulation (75/88R).*