



# IMPORTANT INFORMATION ABOUT CHANGES TO THE *SOCIETY ACT*

Effective November 1, 2004 the following amendments have been made to the *Society Act*:

- A society is no longer required to file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- Registry staff will no longer examine changes to bylaws. Instead, the registry will only be the repository of the bylaws for public access. A Society that changes its bylaws must ensure their changes comply with Section 6 of the *Society Act*, before filing them with the Registrar's office. If the Society requires assistance with their bylaws, they may wish to seek legal advice.
- For further information on amendments to the *Society Act*, go to our Web site at [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).

## INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

1. Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. **Information you enter in this report must be current as at the close of the annual general meeting.**
2. Please read the section below titled **Important Information About the Annual Report** and then complete this form by:
  - Entering the Name and Address of the society in **Box A** and **B** ;
  - Entering the Certificate of Incorporation Number in **Box C** ;
  - Entering the date of the Annual General Meeting in **Box D** ;
  - Listing (in alphabetical order) all the names and residential addresses of all of the directors of the society in **Box E** ;
  - **Sign and date this form in Box F** ;
3. If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
4. Society forms are available from this office or your local government agent.
5. Please take a photocopy of this document if you require a copy for your records.
6. Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
7. Please return the original Annual Report with any additional forms and fees to:
  - Ministry of Finance
  - BC Registry Services
  - PO Box 9431 Stn Prov Govt
  - Victoria BC V8W 9V3

**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.

## IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

- A Name of Society**  
This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.
- B Address of Society**  
A society must have an address in the Province to receive notices and communications, to be served documents, and a location where the financial statements are kept. 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.  
**If the address of the society has changed, you must file a Form 5 (Filing Fee: \$15.00). The change is NOT effective until the day after the form is filed by the Registrar of Companies.**
- C Incorporation Number**  
This number is assigned at the time of incorporation and is located at the top right-hand corner of the Certificate of Incorporation.
- D Annual General Meeting**  
Show the date the annual general meeting was held. Section 56 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.
- E Directors' Names and Residential Addresses**  
These are the full names and residential addresses of all directors. The full name of the director must include a last name, a first name and initial(s), if any.  
The *Society Act* defines a **director** to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.  
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, please provide a description that will readily allow a person to locate the office.
- F Signature and Date**  
This report must be originally signed and dated by a current director, officer or society solicitor.