

BUSINESS CORPORATIONS ACT (BCA) FORMS

To be Used as a Reference Guide Only – consult the BCA before filing any form

Note: NOA is a Notice of Articles

BCA Form #	Form Name	Section # of the BCA	Is it a mandatory Web filing?	Must the company transition first?	When does the filing take effect?	What does the form do?
1	Incorporation Application/NOA – BC Company (limited)	10	Web	N/A	When the document is filed or on a specified date/time in the future.	Incorporates a company and sets out the NOA for the company.
1U	Incorporation Application/NOA – BC Unlimited Liability Company	10 & 51.11	Web	N/A	When the document is filed or on a specified date/time in the future.	Incorporates an unlimited liability company and sets out the NOA for the company.
2	Notice of Change of Address – BC Company & BC Unlimited Liability Company	35 & 36	Web	No	At the beginning of the following day (12:01 a.m. Pacific Time)	Changes the registered and/or records office mailing and/or delivery address.
3	Application to Transfer Registered Office – BC Company & BC Unlimited Liability Company	39	Paper	No	At the beginning of the following day (12:01 a.m. Pacific Time)	Transfers the registered office from the applicant agent to the BC residence of a director or officer.
4	Notice of Elimination of Registered Office – BC Company & BC Unlimited Liability Company	40	Paper	No	At the beginning of the following day (12:01 a.m. Pacific Time)	Eliminates the registered office and sets the manner in which records may be served. Must be accompanied by the court order.
5	Notice of Transfer of Records – BC Company & BC Unlimited Liability Company	41	Paper	No	When the document is filed.	Transfers the records office from the applicant agent to the BC resident director/officer.
6	Annual Report – BC Company & BC Unlimited Liability Company	51	Web	No	When the document is filed.	Files the annual report for a BC company and enables updates to the officer information as part of that filing.

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7	Notice of Appointment of Receiver or Receiver Manager – BC Company & Extraprovincial Company & BC Unlimited Liability Company	106	Paper	No	When the document is filed.	Notifies the registrar of the appointment of a receiver/receiver manager.
8	Notice of Change of Address of Receiver or Receiver Manager – BC Company & Extraprovincial Company & BC Unlimited Liability Company	106	Paper	No	When the document is filed.	Notifies the registrar of a change to a receiver/receiver manager address.
9	Notice of Ceasing to Act as Receiver or Receiver Manager – BC Company & Extraprovincial Company & BC Unlimited Liability Company	106	Paper	No	When the document is filed.	Notifies the registrar of a receiver/receiver manager ceasing to act.
10	Notice of Change of Directors – BC Company & BC Unlimited Liability Company	127	Web	No	When the document is filed.	Notifies the registrar of the appointment, cessation or change of address of a BC company director.
11	Notice of Alteration (NOAL) – BC Company (limited)	257	Web	Yes	When the document is filed or on a specified date/time in the future.	Alters information in the NOA <u>except</u> directors information and Registered and Records office information - e.g. name, translated name, authorized share structure (including resolution dates) and restrictions on the company.

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11U	Notice of Alteration (NOAL) – BC Unlimited Liability Company	257	Web	Yes	When the document is filed or on a specified date/time in the future.	Alters information in the NOA <u>except</u> conversion to a BC unlimited liability company (see Form 48), transformation to a BC limited company (see Form 49), directors information and Registered and Records office information - e.g. name, translated name, authorized share structure (including resolution dates) and restrictions on the company.
12	Conversion Application/NOA – BC Company	266	Paper	N/A	When the document is filed.	Converts a Special Act corporation to a BC company and sets out the NOA.
13	Amalgamation Application/NOA – BC Company (limited)	275	Web [unless there is a foreign corporation(s) involved]	No – the amalgamating companies do not have to transition.	When the document is filed or on a specified date/time in the future.	Amalgamates two or more BC companies or amalgamates one or more BC companies with one or more foreign corporations and sets out the NOA for the amalgamated company.
13U	Amalgamation Application/NOA – BC Unlimited Liability Company	275 & 51.6	Web	No – the amalgamating companies do not have to transition.	When the document is filed or on a specified date/time in the future.	Amalgamation involving one or more limited companies and one or more BC unlimited liability companies is proposed to result in an amalgamated unlimited liability company and sets out the NOA for the amalgamated company.
14	Short Form Amalgamation Application (Vertical) BC Company (limited)	275	Web [unless there is a foreign corporation(s) involved]	Only the amalgamating corporation which is the holding company must have a Notice of Articles.	When the document is filed or on a specified date/time in the future.	Amalgamates a BC company with one or more of its wholly owned subsidiary corporations. The amalgamated company adopts the NOA of the holding corporation.
	Short Form Amalgamation Application (Horizontal)	275	Web	Only the amalgamating company which is the company the shares of which are not cancelled.	When the document is filed or on a specified date/time in the future.	Amalgamates two or more companies that are wholly owned subsidiaries of the holding corporation. The amalgamated company adopts the NOA of the amalgamating company which is the company the shares of which are not cancelled.

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14U	Short Form Amalgamation Application (Vertical) BC Unlimited Liability Company	275 & 51.6	Web	Only the amalgamating company which is the holding company must have a Notice of Articles.	When the document is filed or on a specified date/time in the future.	Amalgamates a BC unlimited liability company with one or more of its wholly owned subsidiary companies. The amalgamated company adopts the NOA of the holding unlimited liability company.
	Short Form Amalgamation Application (Horizontal)	275 & 51.6	Web	Only the amalgamating company which is the company the shares of which are not cancelled.	When the document is filed or on a specified date/time in the future.	Amalgamates two or more limited or unlimited liability companies that are wholly owned subsidiaries of the same holding corporation. The amalgamated company adopts the NOA of the amalgamating unlimited liability company which is the company the shares of which are not cancelled.
15	Application for Authorization for Amalgamation into a Foreign Jurisdiction – BC Company & BC Unlimited Liability Company	284	Paper	No	N/A	Authorizes a BC company to amalgamate with one or more foreign corporations to form an amalgamated foreign corporation.
16	Continuation Application/NOA – BC Company (limited) (into BC)	302	Web (written authority must be provided to the registrar prior to filing online)	No	When the document is filed.	Continues a foreign corporation into BC as a BC company and sets out the NOA for the company.
16U	Continuation Application/NOA – BC Unlimited Liability Company (into BC)	302 & 51.8	Web (written authority must be provided to the registrar prior to filing online)**	No	When the document is filed.	Continues a foreign unlimited liability corporation into BC as a BC unlimited liability company and sets out the NOA for the company. **(if the foreign unlimited liability corporation's jurisdiction is Alberta either a director affidavit or court order must also be provided to the registrar prior to filing online)

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17	Application for (Voluntary) Dissolution – BC Company	316	Web	No	When the document is filed or on a specified date/time in the future.	Dissolves the company.
17U	Application for (Voluntary) Dissolution – BC Unlimited Liability Company	316 & 51.3	Web	No	When the document is filed or on a specified date/time in the future.	Dissolves the company.
18	Statement of Intent To Liquidate – BC Company & BC Unlimited Liability Company	321	Paper	No	When the document is filed.	Notifies the registrar that the company is in voluntary liquidation. Sets out name of liquidator, date of commencement and other related information.
19	Notice of Withdrawal - BC Company & BC Unlimited Liability Company (applies to Incorporation Application, Notice of Change of Address, Notice of Alteration, Amalgamation Applications, Application for (Voluntary) Dissolution and Statement of Intent to Liquidate, arrangement records)	14, 38, 258, 280, 318, 323, 299	Paper	No	When the document is filed.	Withdraws the specific filing. Must be filed prior to the specific filing taking effect. Or, in the case of a Statement of Intent To Liquidate, must be filed prior to the company being dissolved.
20	Notice of Withdrawal – Extraprovincial Company (applies to Notice of Change of Address of Attorney, Notice of Revocation of Appointment of Attorney)	392, 394	Paper	No	When the document is filed.	Withdraws the specific filing. Must be filed prior to the specific filing taking effect.

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21	Notice of Appointment of Liquidator – BC Company & BC Unlimited Liability Company	329	Paper	No	When the document is filed.	Notifies the registrar of the name of the liquidator and other related information for court ordered liquidations. Notifies the registrar of change in liquidator for court ordered and voluntary liquidations.
22	Notice of Change of Address of Liquidator (and/or Liquidations Records Office) – BC Company & BC Unlimited Liability Company	329	Paper	No	When the document is filed.	Notifies the registrar of a change of address of the liquidator or liquidation records office.
23	Notice of Ceasing to Act as Liquidator – BC Company & BC Unlimited Liability Company	329	Paper	No	When the document is filed.	Notifies the registrar of a liquidator ceasing to act for court ordered and voluntary liquidations.
24	Liquidation Report – BC Company & BC Unlimited Liability Company	330(k)	Paper	No	When the document is filed.	Replaces the filing of an annual report for companies in liquidation.
25	Application for (Liquidation) Dissolution – BC Company (Voluntary or Court Ordered Liquidation)	343	Paper	No	(a) Court appointed liquidator – the company is dissolved when the application is filed. Otherwise - the company is dissolved on the beginning of the day that is one month after the date the application is filed.	Dissolves the company.
25U	Application for (Liquidation) Dissolution – BC Unlimited Liability Company (Voluntary or Court Ordered Liquidation)	343 & 51.3	Paper	No	(b) Court appointed liquidator – the company is dissolved when the application is filed. Otherwise - the company is dissolved on the beginning of the day that is one month after the date the application is filed.	Dissolves the company.
26	Notice of Location of Dissolved Company's Records – BC Company					Section 351(3)(a) repealed 2004-62-25. Form no longer required.

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27	Notice of Change Respecting Dissolved Company's Records – BC Company & BC Unlimited Liability Company	351	Paper	No	When the document is filed.	Notifies the registrar of a change in location of the dissolved company's records or a change to the person having custody or the retention period. Changes to the person or retention period must be accompanied by an approving court order.
28	Restoration Application, Limited Restoration – BC Company	356 & 361	Paper	N/A	<p>Registrar Approved Restoration – the company is restored one month after the later of the two dates provided in the application form (see 363(1) of the BCA).</p> <p>Court Approved Restoration – The company is restored when the application form is filed.</p>	Restores a BC company for a limited period.
28U	Restoration Application, Limited Restoration – BC Unlimited Liability Company	356 & 361	Paper	N/A	<p>Registrar Approved Restoration – the company is restored one month after the later of the two dates provided in the application form (see 363(1) of the BCA).</p> <p>Court Approved Restoration – The company is restored when the application form is filed.</p>	Restores a BC unlimited liability company for a limited period.
29	Reinstatement Application, Limited Reinstatement – Extraprovincial Company	364.3	Paper	N/A	Registrar Approved Reinstatement – the company is reinstated one month after the later of the two dates provided in the application form (see 363 of the BCA).	Reinstates the registration of an extraprovincial company for a limited period.

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30	Restoration Application, Full Restoration – BC Company	356 & 360	Paper	N/A	Registrar Approved Restoration – the company is restored one month after the later of the two dates provided in the application form (see 363(1) of the BCA). Court Approved Restoration – The company is restored when the application form is filed.	Restores a BC company.
30U	Restoration Application, Full Restoration – BC Unlimited Liability Company	356 & 360	Paper	N/A	Registrar Approved Restoration – the company is restored one month after the later of the two dates provided in the application form (see 363(1) of the BCA). Court Approved Restoration – The company is restored when the application form is filed.	Restores a BC unlimited liability company.
31	Reinstatement Application, Full Reinstatement – Extraprovincial Company	364.1	Paper	N/A	Registrar Approved Reinstatement – the company is reinstated one month after the later of the two dates provided in the application form (see 363 of the BCA).	Reinstates the registration of an extraprovincial company.
32	Post-Restoration Transition Application (PRTA) – BC Company	371	Web	N/A	When the document is filed.	Transitions a BC company restored under the BCA.
33	Registration Statement – Extraprovincial Company	376	Web	N/A	When the document is filed.	Registers a foreign entity as an extraprovincial company.
34	Notice of Amalgamation of Extraprovincial Company	379	Paper	N/A	When the document is filed.	Notifies the registrar that an extraprovincial company is party to an extraprovincial amalgamation.
35	Annual Report – Extraprovincial Company	380	Web	N/A	When the document is filed.	Files the annual report for an extraprovincial company.
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36	Notice of Change Respecting Extraprovincial Company	381	Paper	N/A	When the document is filed.	Notifies the registrar of a change to: its Head Office; its jurisdiction of incorporation, amalgamation or continuation; or its identifying number in the home jurisdiction.
37	Notice of Change of Name of Extraprovincial Company	382	Paper	N/A	When the document is filed.	Notifies the registrar of a change of name of the extraprovincial company.
38	Notice of Appointment of Attorney – Extraprovincial Company	389	Paper	N/A	Attorney effective when filed.	Appoints a person as an attorney.
39	Notice of Change of Address of Attorney – Extraprovincial Company	391	Paper	N/A	At the beginning of the following day (12:01 a.m.)	Changes the address of an existing attorney.
40	Notice of Revocation of Appointment of Attorney – Extraprovincial Company	393	Paper	N/A	At the beginning of the following day (12:01 a.m.)	Revokes the appointment of an attorney, <u>provided</u> the extraprovincial company has another attorney or has a head office in BC.
41	Notice of Resignation of Attorney – Extraprovincial Company	395	Paper	N/A	Attorney ceases on the later of the beginning of the day (12:01 a.m.) that is two months and one day after the notice is filed or the beginning of the day (12:01 a.m.) specified by the notice as the effective date of resignation.	Notifies the registrar of the attorney's intent to resign.
42	Notice of Ceasing to Carry on Business in BC – Extraprovincial Company	397	Paper	N/A	When the document is filed.	Cancels the registration of a foreign entity as an extraprovincial company.
43	Transition Application/NOA – BC Company	437	Web	N/A	When the document is filed.	Transitions a pre-existing BC company.
44	Notice of Cancellation or Change of Assumed Name of Extraprovincial Company	383	Paper	N/A	When the document is filed.	Changes the assumed name of an extraprovincial company.

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45	Application for Authorization to Continue Out – BC Company & BC Unlimited Liability Company	308	Paper	No	N/A	Authorizes a BC company to continue out of BC.
46	Adopting an Assumed Name – Extraprovincial Company	26 Not established by registrar under the BCA (will use existing name reservation form)	Paper	N/A	N/A	Reserves an assumed name for a foreign entity that has had its own name rejected for failing to meet the prescribed name requirements.
47	Application to Correct the Corporate Register – BC Company & Extraprovincial Company & BC Unlimited Liability Company	Various Not established by the registrar under the BCA	Paper	N/A	When the document is filed.	Used to correct some types of information in a record that was filed with the registrar.
48	Notice of Alteration (From a BC Limited Company to Become a BC Unlimited Liability Company)	257 & 51.31	Web	N/A	When the document is filed or on a specified date/time in the future.	To convert a BC limited company to a BC unlimited liability company and alter information in the NOA <u>except</u> directors information and Registered and Records office information - e.g. name, translated name, authorized share structure (including resolution dates) and restrictions on the company.
49	Notice of Alteration (From a BC Unlimited Liability Company to Become a Limited BC Company)	257 & 51.4	Web	N/A	When the document is filed or on a specified date/time in the future.	To transform to a BC unlimited liability company to become a limited BC company and alter information in the NOA <u>except</u> directors information and Registered and Records office information - e.g. name, translated name, authorized share structure (including resolution dates) and restrictions on the company.

Prepared by Corporate Registry: March 30, 2009