

Important Notice for BC OnLine Clients

Corporate Online – Effective November 5, 2006

If you use a BC OnLine account to access Corporate Online, please be aware that effective November 5, 2006 annual report reminders **are no longer emailed or mailed** for the following companies:

- All active B.C. companies with the last annual report filed by a BC OnLine client.
- All new B.C. companies incorporated, continued in or amalgamated by a BC OnLine client.

Exceptions

- B.C. companies with the last annual report filed by a government agent, Dye & Durham service provider or Registry staff will continue to receive an annual report reminder.
- B.C. companies incorporated, continued in or amalgamated by a government agent, Dye & Durham service provider or Registry staff will continue to receive an annual report.
- If a company has outstanding annual reports, a paper annual report reminder will continue to be sent.

Want to Continue Receiving an Annual Report Reminder?

If you want to continue to receive an annual report reminder for a company, you must use the notification option to reset the reminder. This option is accessible when:

1. filing an Annual Report; **OR**
2. filing a Notice of Change of Office; **OR**
3. filing a Notice of Change of Directors; **OR**
4. logging in and updating the company information (My Companies tab).

To receive the reminder electronically, be sure to enter a company email address.

Q & A for Annual Report Reminder Notification

1. When is the reminder notification option available?

Effective November 5, 2006 you are able to reset the reminder notification option and receive an annual report reminder by either email or regular mail. Please refer to question 6 for how to access the notification option.

2. Is there any way to select the annual report reminder option for all our companies, or do I have to go into each company one by one to select the reminder option?

You have to select the option for each company one at a time. If you know the anniversary dates of each of your companies, you can go into the system and select the reminder option a month or so ahead of the anniversary date of the company. This will spread the effort out over a longer period. You can also select the reminder option at the end of a number of different filing types. See question 6 for more details.

3. How do I receive the access code for a particular company if there are no more annual report reminders being sent out?

The majority of companies now have passwords in place. Therefore, you use the company password to file the annual report. BC OnLine users who have law accounts can set a company password at any time and DO NOT need the company's access code to set a company password.

4. Can I use the last access code I received to file future annual reports?

No. You must use the company's password.

5. Why did the Corporate Registry stop the annual report reminders?

One reason was to save money. There was a significant cost for postage, paper, printing and handling annual report reminders. As well, many law firms are now using filing software sold by private sector companies that automates the notification function for annual report filings. These firms have found that this automated method is more efficient and convenient than the effort needed to receive, handle, and file paper annual report reminders.

6. If I want to continue to receive an annual report reminder by email or regular mail, how do I access the annual report reminder option?

The Corporate Registry provides access to the reminder notification option at the end of the Annual Report (Form 6) filing and the Notice of Change of Address (Form 2). Access was also added to the end of the Notice of Change of Director (Form 10). Based on feedback, some users requested this access be added to the Change of Director filing because the volume filed provides more access opportunities.

Also, you are able to access the annual report reminder option by logging in and updating the company information (Your Companies tab).

If you have additional questions or comments...

If you have any other questions or concerns, please contact the Corporate Registry by email.

CorporateOnlineFeedback@gov.bc.ca

We will reply to your inquiry within two business days.