

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