

## MAINTAINING YOUR EXTRAPROVINCIAL COOPERATIVE ASSOCIATION

The *Cooperative Association Act* requires all extraprovincial cooperative associations to file information about the association with the Corporate Registry office. These filings are:

**ANNUAL REPORT  
(Form 4)  
FILING FEE \$30.00**

A cooperative association registered extraprovincially in British Columbia must file an annual report each year within two months after the association's anniversary date of registration in British Columbia.

**NOTICES OF CHANGE TO BE FILED  
FILING FEE \$20.00 (EACH CHANGE)**

An extraprovincial cooperative association must file with this office any change to:

- (a) the attorney for service in British Columbia (**Form 14**, in duplicate);
- (b) the address of its head office within British Columbia (in duplicate);
- (c) the address of its head office outside of British Columbia (in duplicate);
- (d) the address of any attorney of the association in British Columbia; and
- (e) the directors.

**Failure to comply with the filing requirements of the *Cooperative Association Act* may result in the cancellation of your extraprovincial registration.**

### ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Society/Cooperative Unit at **250 356-8609** or fax **250 387-3055**. If calling from the Greater Vancouver area, direct dial 604 775-1042.

Forms are available from this office or may also be available from your local government agent office. In addition, you may download forms from the Corporate Registry Web site at [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

Every director should have a copy of the *Cooperative Association Act* and be aware of the contents. It's a useful source of information and may be purchased from Crown Publications Inc. You may contact them at 250 386-4636, or fax 250 386-0221, or Web site [www.crownpub.bc.ca](http://www.crownpub.bc.ca) or write to 106 Ontario Street, Victoria BC V8V 1M9. To view the Act, go to the Queen's Printer Web site at [www.qp.gov.bc.ca/statreg](http://www.qp.gov.bc.ca/statreg)