

**NOTICE OF TRANSFER
OF RECORDS**

FORM 5 – BC COMPANY
Section 41 *Business Corporations Act*

Telephone: 250 356-8626

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink.

- Item B** Enter the name exactly as shown on the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.
 - Item C** Enter the full name of the applicant agent, being the person who, prior to the transfer of the records referred to in this notice, maintained the records office of the company at the person's residence or place of business. If the applicant agent is a corporation or firm enter the name of the corporation or firm.
 - Item E** The delivery address must be for a location in BC that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records. The address must not be a post office box.
 - Item F** If the applicant agent is a corporation or firm, this form must be signed by an authorized signing authority for the corporation or firm.
- Filing Fee: \$40.00** Submit this form and court order 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.

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 *Business Corporations 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.

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

A INCORPORATION NUMBER OF COMPANY

B NAME OF COMPANY

C FULL NAME OF APPLICANT AGENT

LAST NAME	FIRST NAME	MIDDLE NAME
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CORPORATION OR FIRM NAME

D MAILING ADDRESS OF APPLICANT AGENT

PROVINCE	POSTAL CODE
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E ADDRESSES OF THE NEW LOCATION OF THE COMPANY'S RECORDS OFFICE

DELIVERY ADDRESS OF THE NEW LOCATION OF THE COMPANY'S RECORDS OFFICE

PROVINCE	POSTAL CODE
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BC

MAILING ADDRESS OF THE NEW LOCATION OF THE COMPANY'S RECORDS OFFICE

PROVINCE	POSTAL CODE
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BC

F CERTIFIED CORRECT – I have read this form and found it to be correct.

I also confirm all of the records that were maintained by the applicant agent on behalf of the company, at the applicant agent's residence or place of business, have been physically transferred to the new location of the company's records office ordered by the Supreme Court of British Columbia, a copy of which order is submitted to the registrar for filing concurrently with this notice.

NAME OF APPLICANT AGENT

SIGNATURE OF APPLICANT AGENT

DATE SIGNED

YYYY / MM / DD

X