

## MAINTAINING YOUR EXTRAPROVINCIAL SOCIETY

The *Society Act* requires all extraprovincial societies to file information about the society with the Corporate Registry office. These filings are:

**ANNUAL REPORT**  
**(Form 11)**  
**FILING FEE \$25.00**

An extraprovincial society must file an annual report each year within 30 days after each annual general meeting.

**CHANGE IN ADDRESS OF SOCIETY**  
**(Form 5)**  
**FILING FEE \$15.00**

Notice of every change in the address of the extraprovincial society must be filed without delay and the change takes effect on the day after the notice is filed with this office. It is important to file this document as the registered extraprovincial society address is the address used for mailing any notices concerning the commencement of cancellation of your extraprovincial society.

**CHANGE IN DIRECTORS**  
**(Form 7)**  
**FILING FEE \$15.00**

Notice of every change in the directors, **other than at an annual general meeting**, must be filed without delay. A separate form is required for each change that takes place on different dates.

**NOTICES OF CHANGE TO BE FILED**  
**FILING FEE \$15.00 (EACH CHANGE)**

An extraprovincial society must file with this office any change to:

- (a) the attorney for service in British Columbia (within one week file a copy of the appointment);
- (b) the address of the attorney for service in British Columbia; and
- (c) the constitution and bylaws or corresponding instrument (within one month after the amendment takes effect file a verified copy).

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

### FINANCIAL STATEMENTS

The directors of an extraprovincial British Columbia society must place financial statements before each annual general meeting of the society. The financial statements must be for the period ending not more than six months before the annual general meeting and be approved and signed by two directors.

Extraprovincial societies are not required to submit the financial statements to the Corporate Registry, however, under section 95(3) of the *Society Act* the financial statements are to be provided to the public upon request.

### ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Society/Cooperative Unit at **250 356-8609** or fax **250 356-3055**. 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 most of the above mentioned 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 *Society Act* and be aware of its contents. It is 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)

An additional source of information is the *Society Guide for British Columbia*. This booklet is produced by the Community Legal Assistance Society and you may contact them to enquire about the purchase of this booklet by calling 604 685-3425 or writing to 800 – 1281 West Georgia Street, Vancouver BC V6E 3J7.