

## INFORMATION FOR FULL REINSTATEMENT OF AN EXTRAPROVINCIAL COMPANY BY THE REGISTRAR

Thank you for your request on how to reinstate an extraprovincial company under section 364.1 of the *Business Corporations Act* (the Act).

### WHO CAN APPLY?

#### Full Reinstatements:

This information package outlines the steps for a **registrar approved full reinstatement** of the registration of a foreign entity as an extraprovincial company by a related person.

A “related person” is defined as:

- 1) in the case of a limited liability company, the limited liability company or a manager or member of the limited liability company, or
- 2) in the case of any other foreign entity, the foreign entity or a director, officer or shareholder of the foreign entity.

If the extraprovincial company owned land at the time of its cancellation **and** the extraprovincial company is no longer active in its home jurisdiction (e.g. it has been dissolved), that land escheats to the Crown under the *Escheat Act*. For additional information see Appendix A.

#### Limited Reinstatements:

Information is also available on our Web site on how to reinstate an extraprovincial company for a limited period. When the limited period expires, the registration of the extraprovincial company is cancelled again.

### STEP ONE

The first step in reinstatement is to ensure the name of the foreign entity is available. As the name is no longer protected once it is cancelled, the original name may not be available for reinstatement. If that name is not available, the foreign entity may reserve and adopt an assumed name for use in B.C.

The Name Approval Request form is attached. The filing fee for this form is \$30.

*Please enter on the Name Approval Request form in the “Additional Information” section the word “Reinstatement”.*

A name reservation is not required if the foreign entity is a federal corporation and Step One can be omitted. This information must be indicated on the Reinstatement Application in Item C.

You can apply for your name in the following ways:

#### OVER THE INTERNET:

Go to Name Requests Online at [www.bcregistryservices.gov.bc.ca/nro](http://www.bcregistryservices.gov.bc.ca/nro) to submit your Name Approval Request electronically to the Name Reservation Unit for examination, at the Corporate Registry. Payment is by credit card. There is online information you can access and a video demonstration to help you through the process. The fee to submit online is \$31.58.

#### BY GOVERNMENT AGENT:

Visit your local Government Agent’s office. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. For a location near you, go to [www.servicebc.gov.bc.ca/services/locations](http://www.servicebc.gov.bc.ca/services/locations)

#### BY ONESTOP SERVICE DELIVERY LOCATION:

Visit your local OneStop service delivery location. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. User fees may apply. For a location near you, go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

*Note: OneStop service delivery locations are able to assist with some business start-up information. Once your business has been established, the OneStop locations are a great source for business resource materials.*

#### BY BC ONLINE:

If you have a BC OnLine account you can submit your request electronically.

#### BY MAIL:

Submit your Name Approval Request form, with fee by cheque or money order payable to the Minister of Finance, to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

*Note: You should allow for an additional 5 to 7 working days for your name approval to be processed if you choose to submit by mail.*

For information regarding completion of your Name Approval Request form, contact the Corporate Registry at **250 356-2893**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1044**. Corporate Registry staff **cannot** provide legal or business advice.

The Reinstatement Application and any other reinstatement documents required by the registrar cannot be processed until the name has been approved and reserved.

*Note: Once your name is approved, it is reserved for you for a period of 1 year plus 56 calendar days.*

## STEP TWO

The applicant for reinstatement must publish in the British Columbia Gazette, notice that an application to reinstate the registration of a foreign entity as an extraprovincial company will be made to the registrar.

For information on the gazetting process, including the publication deadline date (notices must reach the British Columbia Gazette, no later than 1:30 p.m. on the date indicated on their Insertion Schedule) and the fees required, contact the Queen's Printer. The phone number is 250 387-4191, the fax number is 250 387-1120 or mail to PO Box 9452 Stn Prov Govt, Victoria BC V8W 9V7 or visit their Web site at [www.publications.gov.bc.ca](http://www.publications.gov.bc.ca) Sample wording for the gazette notice for a Reinstatement Application:

### REINSTATEMENT APPLICATION

Take notice that a reinstatement application will be made to the registrar of companies to reinstate: ***[insert company name], [insert registration number].***

Dated at ***[insert city]***, B.C., this ***[insert day]*** day of ***[insert month], [insert year].***  
– ***[insert name of person applying for gazette notice], [insert relationship to company]***

A copy of the British Columbia Gazette publication containing your notice will be mailed to you by Queen's Printer.

Enter the date of publication in Item H of the Reinstatement Application you submit to the Corporate Registry (see Step Three). The applicant for reinstatement must also mail a notice of the application for reinstatement to the last address shown as the mailing address of the registered office of the extraprovincial company or, if the mailing address is not shown, to the last address shown in the Corporate Register. This notice can be a copy of the notice placed in the British Columbia Gazette (see above). A search to determine the last registered address can be made by contacting the Corporate Registry. BC OnLine clients can obtain a search online at [www.corporateonline.gov.bc.ca](http://www.corporateonline.gov.bc.ca) Enter the date you mailed this notice to the company's registered office in Item H of the Reinstatement Application you will submit to the Corporate Registry (see Step Three).

*Note: If the extraprovincial company, at the time of cancellation, held land, an interest in land or personal property, refer to [Appendix A](#).*

## STEP THREE

The Reinstatement Application Full Reinstatement, Form 31, attached is to be completed and submitted to the Corporate Registry for filing. Other outstanding filings of Annual Reports, as well as the appropriate fees, must accompany the Reinstatement Application.

All filings must include the fees as follows:

Reinstatement Application	\$350.00
<b>Each</b> Annual Report	\$ 43.39
Priority Service (optional)	\$100.00

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. If you wish the filings to be processed on a **priority basis**, an **additional \$100 for each service** will be required. If the filings are being submitted on a priority basis, clearly indicate on both the envelope and the filings that the submission is a priority.

A priority service is considered completed when the document is filed or the service request is completed. Turnaround is usually within 24 hours.

*Note: If a document to be filed has errors and requires correction, then those corrections must be made and returned to this office within the 24 hour period to maintain priority status.*

Send your filings, with cheque or money order payable to the Minister of Finance, to:

### Mailing Address:

Corporate Registry  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

## STEP FOUR

Once the Reinstatement Application, and any other outstanding filings such as Annual Reports, meet all requirements and have been filed, the company will be reinstated. See Item H of the Reinstatement Application for the conditions on the effective date of reinstatement.

Once the extraprovincial company is reinstated, the registrar will:

- Publish notice of the reinstatement or extension on the Queen's Printer Web site [www.qplegaleze.ca](http://www.qplegaleze.ca)
- Issue a certificate and, if requested to do so, provide a certified copy of the Reinstatement Application to the extraprovincial company at the head office mailing address.
- Issue a copy of the certificate to the applicant at the address indicated on the Reinstatement Application.

## ADDITIONAL INFORMATION

For information regarding completion of your reinstatement documentation, contact the Corporate Registry at **250 356-8626**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1047**. Corporate Registry staff **cannot** provide legal or business advice.

**ESCHEAT CLAIMS  
BACKGROUND INFORMATION**

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**When Issues Involving Escheats Arise**

Issues involving escheats arise in a variety of situations. Probably the most frequent situation is when a corporation is dissolved for failure to file annual reports and, at the time of cancellation, held land, an interest in land or personal property. Occasionally, situations occur where someone dies without a will and no one exists who would be entitled to the estate.

The Crown is the owner of otherwise ownerless property, by Crown prerogative. The *Escheat Act*, R.S.B.C. 1996, c.120, codifies parts of the common law.

The fact that a corporation's extraprovincial registration has been cancelled in British Columbia does not necessarily result in an escheat.

**Seek Legal Advice**

The Escheats Office strongly recommends that applicants seek independent legal advice on how to proceed with any matter involving dissolved corporations or matters where extraprovincial registration has been cancelled.

FOR FURTHER INFORMATION, contact:

Ministry of Attorney General  
Legal Services Branch, Escheat Officer  
PO Box 9280 Stn Prov Govt  
Victoria, BC V8W 9J7  
Phone: 250 356-8819  
Fax: 250 387-0700

***BUSINESS CORPORATIONS ACT* (RSBC 2002) Chapter 57**

Part 10 – Liquidation, Dissolution, Restoration and Reinstatement

Division 11 – Restoration and Reinstatement

Section 364.1 Reinstatement of registration of foreign entity as extraprovincial company

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**Reinstatement of registration of foreign entity as extraprovincial company**

- 364.1** (1) If the registration of a foreign entity as an extraprovincial company has been cancelled, a related person may apply to the registrar to reinstate the registration of a foreign entity as an extraprovincial company, but if the application is for reinstatement for a limited period, any person may make the application.
- (2) Before submitting an application to the registrar, the applicant must
- (a) publish in the Gazette notice of the application,
  - (b) mail notice of the application to the last address shown in the corporate register as the address or mailing address, as the case may be, for an attorney for the extraprovincial company or, if none, to the address inside British Columbia that was the last address shown in the corporate register as the address or mailing address, as the case may be, for its head office, and
  - (c) reserve a name or assumed name under section 22 or 26, as the case may be, for the foreign entity, unless the foreign entity is a federal corporation.
- (3) In order to apply for a reinstatement under this section, the applicant must provide to the registrar the records and information the registrar may require and must submit to the registrar for filing a reinstatement application in the form established by the registrar and any other records the registrar may require.
- (4) Subject to subsection (5), a reinstatement application must contain the following:
- (a) the date on which the notice required under subsection (2) (a) was published in the Gazette;
  - (b) the date on which the notice required under subsection (2) (b) was mailed in accordance with that subsection;
  - (c) the name or assumed name, as the case may be, reserved for the foreign entity and the reservation number given for it, or, in the case of a federal corporation, the name of that corporation;
  - (d) a statement that the applicant is related to the foreign entity and the nature of the person's relationship with the foreign entity;
  - (e) the mailing address and the delivery address of the office proposed as the head office of the foreign entity after reinstatement of its registration as an extraprovincial company, whether or not that head office is in British Columbia;
  - (f) for each of the attorneys, if any, that the foreign entity proposes to have after reinstatement of its registration as an extraprovincial company, a mailing address and a delivery address that comply with section 386 (3).
- (5) If the application is for reinstatement for a limited period, the reinstatement application must contain the matters referred to in subsection (4) (a) to (c).
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# NAME APPROVAL REQUEST INSTRUCTIONS

## IMPORTANT – READ CAREFULLY

### RESEARCH YOUR CHOICES!

The Names Examiner searches the Corporate Register only. This register includes the names of corporations incorporated or registered extraprovincially in British Columbia. It does not include names of British Columbia firms, trademarks or corporations registered outside British Columbia. If you want to ensure your name is not used outside of British Columbia, you could also access the Trademarks database at [www.strategis.ic.gc.ca](http://www.strategis.ic.gc.ca), or you may wish to search other jurisdictions in Canada. Most public business and trademark registers in Canada are reflected in the NUANS database, which may be searched for a fee through private search firms.

The approval of any name is at the discretion of the Registrar. You are paying for three choices. Do not commit to any name before it is approved. Provide three choices for each company you wish to name, in descending order of preference. Check them out for potential conflicts through telephone listings, business directories and other publications.

Occasionally this office will reject all three of your choices. If that happens, it will be necessary for you to complete another Name Approval form with three more choices and submit it to this office with another reservation fee.

### GENERAL

This form is used for the approval of all corporate and business names in British Columbia.

The first step in incorporation (company, society, cooperative association, financial institution) or registration of firms (partnership, proprietorship) or extraprovincial companies, is the approval of the name through the Names Unit of the Corporate Registry.

Once your name is approved, it is reserved for you for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee.

If you need assistance call our help telephone number at 250 356-2893.

Once your name is reserved, the next step is to submit the necessary information to incorporate a company or society, register a proprietorship, partnership or limited partnership or register a foreign entity as an extraprovincial company.

Please go to the Corporate Registry's Web site for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The Web site address is: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).

Approval of a name by the Registrar for either a corporation or a firm does not provide a proprietary right or interest in the name under any circumstances. It is intended solely to protect the public interest by:

- preventing names of corporations which are so similar as to confuse or mislead; and
- providing a record which allows the public to determine which individuals are associated with a corporation or firm name.

A corporation or a firm name may be registered under the same name as another firm. As a result there are many duplications of firms names, however, a firm or a corporation name will **not** be accepted if it can be confused with another corporate name.

### FIRM NAMES (partnership, proprietorship, limited partnership)

Registration of a firm does not provide any protection for that name and does not mean that the name will be available if you decide to incorporate a company using this name.

### Fees

The payment of fees in advance is a mandatory requirement of doing all business with the Corporate Registry office. The fee to submit a Name Request to the Corporate Registry by mail is \$30.00

Applicants are urged to consult the current Fee Schedule. Payment of the wrong amount is a common cause for the rejection of name requests. Cheques and money orders are to be made payable to the Minister of Finance.

### PRIORITY SERVICE

Names are processed in the order of time of receipt. Upon request and on payment of an additional fee, an application will be processed in priority to others, normally within 24 hours of receipt.

### PROCESS

This form allows you to make a maximum of three choices, in order of preference, for each name approval. If you wish to have more than one name approved, you must complete an additional form and pay another fee. Your first choice for a name may be approved, if available, and held for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee. Your 2nd and 3rd choices are not examined unless the initial choice of name is not available. Regardless of whether your three choices are all examined or not, the full fee is charged.

A name approval request may be made on this form, or in writing with the same information as is required on this form.

You can apply for your name in the following ways:

**OVER THE INTERNET:** Go to Name Requests Online at [www.bcregistryservices.gov.bc.ca/nro](http://www.bcregistryservices.gov.bc.ca/nro) to submit your Name Approval Request electronically, for examination by the Name Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access and a video demonstration to help you through the process. The fee to submit online is \$31.58.

**BY GOVERNMENT AGENT:** Visit any Government Agent who will transmit the request to the Registrar. For locations go to [www.servicebc.gov.bc.ca/services/locations](http://www.servicebc.gov.bc.ca/services/locations).

**BY ONESTOP SERVICE DELIVERY LOCATION:** Visit your local OneStop service delivery location. They will transmit the request to the Registries. User fees may apply. For locations go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca).

**BY MAIL:** Names Reservation Section, Corporate Registry  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

You can also apply for your name by visiting the Names Unit in Victoria, located on the 2nd Floor of 940 Blanshard Street.

Results will be confirmed in the same manner as the application was made.

### NAME COMPONENTS

In assessing names, the Registrar's staff analyze them according to their constituent components. The form of name acceptable in principle consists of a distinctive element, followed by a descriptive element and ending with a corporate designation (if applicable).

e.g. ABC Manufacturing Ltd.



### DISTINCTIVE ELEMENT

The distinctive element serves to differentiate names having identical or similar descriptive elements, and for that reason, is the **most important** element to be examined in the name.

Names such as "Tire Shop Ltd." and "Shoe Store Ltd." lack an appropriate distinctive element and would be rejected for that reason.

They would be acceptable, if prefixed with an additional distinctive element (e.g. coined word, geographical location or personal name) that would distinguish them from all the other tire shops and shoe stores.

e.g. Vancouver Tire Shop Ltd. Sandell's Shoe Store Ltd.

Coined and made-up words are acceptable distinctive elements, provided they do not conflict with others already registered.

e.g. Intertex Enterprises Ltd. Fabuform Diet Centre Ltd.

A uniquely coined word, used in addition to a geographical location (e.g. Altrex Canada Ltd.), is normally considered sufficiently distinctive by itself that a descriptive element is not usually required.

## DESCRIPTIVE ELEMENT

The descriptive element is useful in describing the nature of the business as well as expanding the options available. It allows for use of identical or similar distinctive elements, which might be desirable in developing a particular presence in the marketplace.

e.g. Victoria **Brake Shop** Ltd.                      Victoria **Stationery** Ltd.

## CORPORATE DESIGNATION

Incorporating companies **must have as the last word in the name**, the corporate designation, "Limited", "Limitee", "Incorporated", "Incorporee" or "Corporation".

For all purposes, using the abbreviations of these words (e.g. "Ltd.", "Ltee.", "Inc." or "Corp.") is acceptable.

Extrajurisdictional companies may have "Limited Liability Company" or "LLC." as the last word in their name.

The corporate designation is **not** applicable to a firm name, society or cooperative name.

Firm names for partnerships and proprietorships **cannot** use "Ltd.", "Inc." or "Corp." in their names, but they may use "Company" or "Co."

Firm names for limited partnerships **must** use "Limited Partnership" at the end of the name.

Firm names for limited liability partnerships **must** use "Limited Liability Partnership" or "LLP." at the end of the name.

Societies should have the designation "Society" or "Association" as the last word in their name. Companies are precluded from the use of these words in their names.

Cooperatives should use the word "Cooperative" in their name and may also use "Association", "Society", "Union" and "Exchange".

## SINGLE WORD NAMES

Single word names (such as International Limited) are normally not sufficiently distinct from other names containing the same word and generally will not be approved.

An exception may be allowed if the proposed, single-word name contains a coined word that has been trademarked and evidence of the trademark is presented with the name request. Each case will be determined on its merits.

Obvious contractions of common words (e.g. Petrochem, being a contraction of petroleum and chemical) are not considered to be coined words for the purposes of single-word names.

## NUMBER NAMES

Numerals may be used in company names as the distinctive element. A year may be used in a name provided that it is the year of incorporation, amalgamation or registration.

e.g. 123456 Enterprises Ltd.                      Pacific Enterprises (1997) Ltd.

The incorporation number may be used as the name of a British Columbia company. The accepted format is "345678 B.C. Ltd."

A name reservation or fee is not required for B.C. companies using just their incorporation number. The name will be given according to the next available number at the time of incorporation.

Numbered companies from other jurisdictions, continuing into British Columbia and wishing to retain their numbered names, will be required to conform with the name requirements of this province.

## PERSONAL NAMES

In most cases, a natural person's full name will be considered to be sufficiently distinctive and therefore acceptable.

e.g. Bill Brown Ltd.                      John Smith Inc.

Two surnames, or initials with a surname, are normally accepted.

e.g. Brown, Green Inc.                      J.R. Black Corp.

## WELL KNOWN NAMES

Names, which include well known trade names and trademarks, will not be allowed without the advance written consent of the holder.

e.g. Exxon, Xerox, Coke

## EXTRAJURISDICTIONAL NAMES

Special consideration will be given to established extrajurisdictional companies applying for registration in the province, provided there is not a direct conflict in names.

## SPECIAL CHARACTERS

The use of special characters (such as % or \*) should be avoided in corporate and business names.

Some special characters may not be recognized by computer, will not print accurately and may not be allowed.

The "ç" symbol will not be approved in a name under any circumstances.

## NO SUGGESTION OF GOVERNMENT CONNECTION

The word "government" (in either its English or French form) will not be allowed. Other words which might imply connection with, or endorsement by, any government require written consent of that government. Examples of other words which imply government connection are "ministry", "bureau", "secretariat", "commission" and "certified".

The use of "British Columbia" or "BC" as the distinctive element in any name is considered to imply connection with the Government of the Province of British Columbia. Use will be accepted only on the written consent of that government, usually obtained from the Protocol Office, Intergovernmental Relations Secretariat, after the name has been approved by the Registrar.

Use of the words "British Columbia" and "BC" will be accepted without consent, if they are placed at the end of a name and before the corporate designation.

e.g. Pacific Warehouse Storage BC Ltd.

## NO SUGGESTION OF CONNECTION WITH CROWN OR ROYAL FAMILY

A name which suggests or implies a connection with the Crown, any living member of the Royal family, or endorsement by the Crown or Royal family will not be accepted without the written consent from the appropriate authority after the name has been approved by the Registrar.

e.g. Prince Charles Tea Room Ltd.

This does not apply to references in a name to geographical locations such as Prince George, Prince Rupert and references to New Westminster as the Royal City.

The use of the words "Crown" or "Royal" in combination with another word(s) that does not imply connection with the Crown or Royal family may be allowed.

e.g. Triple Crown Painting Ltd.                      Royal Star Holdings Ltd.

## OBJECTIONABLE NAMES

Names that are considered to be objectionable on public grounds will not be accepted.

A name will not be approved if it includes a vulgar expression, obscene word or connotation, racial, physical or sexual slur.

The use of names of public figures will not be accepted without the advance written consent of the person named.

## GUIDELINES

This abbreviated information is provided for convenience only. Corporate and business law is complicated, and there can be no substitute for sound professional advice. Neither the Corporate Registry nor the Ministry of Finance can accept responsibility for any errors or omissions in this information.

## HELP IS AVAILABLE

For assistance or further information, please call 250 356-2893.

# NAME REQUEST

NAME APPROVAL NUMBER

## NR

*Important: Use this number on all documents and in the electronic submission of documents.*

Phone: 250 356-2893 or  
604 775-1044 (Greater Vancouver only)

**INSTRUCTIONS:**

- Please retain the yellow copy for your records. If the request is mailed, the Name Reservation section will notify you by letter once your request is completed.
- **Please type or print clearly.**
- **SHADED AREAS ARE FOR OFFICE USE ONLY.**

**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, Cooperative Association Act, Partnership Act or 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>PRIORITY REQUEST – Additional fee required</b>	
<input type="checkbox"/> <b>YES</b> – This is a priority request and I have enclosed an additional fee for this service.	
ROUTING SLIP NO.	DEBIT BCOL ACCOUNT NO.
FOLIO NO.	DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE YYYY MM DD	DATE RECEIVED YYYY MM DD
GOVT. AGENT TRANSACTION NO.	GOVT. AGENT AMOUNT COLLECTED \$

APPLICANT SURNAME	FIRST NAME AND INITIALS
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ADDRESS

CITY	PROVINCE	POSTAL CODE
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APPLICANT PHONE NO. ( )	COMPLETE THIS SECTION FOR RESULTS BY EMAIL EMAIL ADDRESS:	CONTACT PERSON NAME
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Indicate what the name request is for: (In order for this request to be completed, one box must be (✓) ticked)

- CORPORATION (INCLUDES A FOREIGN CORPORATION)    
  PROPRIETORSHIP/PARTNERSHIP    
  SOCIETY    
  FINANCIAL INSTITUTION    
  COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ENTER THE JURISDICTION	NATURE OF BUSINESS
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ADDITIONAL INFORMATION

Name Request (*first choice*) **PLEASE TYPE OR PRINT CLEARLY**

Name Request (*second choice*) **PLEASE TYPE OR PRINT CLEARLY**

Name Request (*third choice*) **PLEASE TYPE OR PRINT CLEARLY**



Ministry of Finance BC Registry Services

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC www.fin.gov.bc.ca/registries

ANNUAL REPORT FORM 35 EXTRAPROVINCIAL COMPANY Section 380 Business Corporations Act

Telephone: 250 356-8626

DO NOT MAIL THIS FORM to the BC Registry Services unless you are instructed to do so by registry staff. The Regulation under the Business Corporations Act requires the electronic version of this form to be filed on the Internet at www.corporateonline.gov.bc.ca

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.

A REGISTRATION NUMBER OF EXTRAPROVINCIAL COMPANY

B NAME OF EXTRAPROVINCIAL COMPANY

C REGISTRATION DATE IN BC D DATE OF ANNUAL REPORT YYYY / MM / DD

E FOREIGN JURISDICTION INFORMATION

Extrajurisdictional company's current jurisdiction Extrajurisdictional company's date of incorporation, continuation, amalgamation or organization in current jurisdiction YYYY / MM / DD Extrajurisdictional company's identifying number in current jurisdiction

F COMPANY CHANGES

An extrajurisdictional company must file with the registrar a notice of any change to the information shown in the corporate register. If there has been any change to the following: the extrajurisdictional company's jurisdiction, either by way of continuation, amalgamation or similar process; the identifying number or name of the extrajurisdictional company; or, the mailing or delivery address of the head office or any attorney; please visit our Web site at www.fin.gov.bc.ca/registries or phone 250 356-8626 for information on how to file these changes.

G CERTIFIED CORRECT - I have read this form and found it to be correct.

NAME OF AUTHORIZED SIGNING AUTHORITY FOR THE EXTRAPROVINCIAL COMPANY SIGNATURE OF AUTHORIZED SIGNING AUTHORITY FOR THE EXTRAPROVINCIAL COMPANY DATE SIGNED YYYY / MM / DD

Telephone: 250 356-8626

**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 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.

**INSTRUCTIONS:**

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

- Item A** The registration number is the number assigned to the foreign entity when it is registered as an extraprovincial company in BC.
- Item B** Enter the name of the extraprovincial company exactly as it was shown on the Certificate of Registration at the time its registration was cancelled.
- Item C** Enter the name reserved for the foreign entity. This name would be the foreign entity's name in its home jurisdiction OR, if that name is not available, the assumed name reserved for the foreign entity. A name reservation is not required if the foreign entity is a federal corporation.
- Item D** Enter the identifying number in the foreign entity's current jurisdiction.
- Item E** If the applicant is a corporation or firm, enter the full name of the corporation or firm.
- Item I** Enter the delivery address and mailing address of the head office of the foreign entity, whether or not the head office is in BC. The delivery address must be for a location that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records. The delivery address must not be a post office box.

- Item J** Optional if the foreign entity's head office is in BC. An attorney may be an individual or a BC company. If the attorney is a BC company, enter the full name of the BC company.
- Item K** Enter the mailing and delivery address for the attorney. This 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 delivery address must not be a post office box.
- Item L** If the applicant is a corporation or firm, this form must be signed by an authorized signing authority for that corporation or firm.

**Filing Fee: \$350.00**

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.

**A REGISTRATION NUMBER IN BC**

**B NAME OF EXTRAPROVINCIAL COMPANY AT THE TIME THE REGISTRATION WAS CANCELLED**

**C NAME RESERVED FOR THE FOREIGN ENTITY**

Complete section 1, 2 **OR** 3:

- 1) The name \_\_\_\_\_ being the foreign entity's own name has been reserved. The name reservation number is \_\_\_\_\_
- 2) The foreign entity's own name \_\_\_\_\_ is not available and, therefore, the assumed name \_\_\_\_\_ has been reserved. The name reservation number for the assumed name is \_\_\_\_\_
- 3) No name has been reserved because the foreign entity is a federal corporation with the name \_\_\_\_\_

**D CORPORATE NUMBER IN FOREIGN ENTITY'S JURISDICTION**

Corporate number assigned to the foreign entity by its current jurisdiction \_\_\_\_\_

**E FULL NAME OF APPLICANT**

LAST NAME

FIRST NAME

MIDDLE NAME

CORPORATION OR FIRM NAME

**F MAILING ADDRESS OF APPLICANT**

PROVINCE/STATE

COUNTRY

POSTAL CODE/ZIP CODE

**G RELATIONSHIP OF APPLICANT TO THE FOREIGN ENTITY – Check applicable box:**

I am related to the foreign entity and I am:

 the foreign entity that is to have its registration reinstated as an extraprovincial company by this application a shareholder of the foreign entity a member if the foreign entity is a Limited Liability Company a director of the foreign entity a manager if the foreign entity is a Limited Liability Company an officer of the foreign entity**H DATE OF REINSTATEMENT**

The registration of the extraprovincial company will not be reinstated until 21 days after the later of the following two dates (both dates must be entered):

The date the Notice of the Application for Reinstatement was published in the BC Gazette.

YYYY / MM / DD

The date the Notice of the Application for Reinstatement was mailed to the extraprovincial company.

YYYY / MM / DD

**I HEAD OFFICE ADDRESSES**

DELIVERY ADDRESS OF HEAD OFFICE

PROVINCE/STATE

COUNTRY

POSTAL CODE/ZIP CODE

MAILING ADDRESS OF HEAD OFFICE

PROVINCE/STATE

COUNTRY

POSTAL CODE/ZIP CODE

**J NAME OF ATTORNEY(S) IF ANY – Attach additional sheet if required.**

LAST NAME

FIRST NAME

MIDDLE NAME

COMPANY NAME

**K ATTORNEY(S) ADDRESSES**

DELIVERY ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

BC

MAILING ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

BC

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

NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE SIGNED

YYYY / MM / DD

X

# REQUEST FOR YOUR BUSINESS NUMBER

**FORM 1**  
Section 7 *Business Number Act*

Telephone: 250 356-8626

## INSTRUCTIONS:

### Please type or print clearly in block letters.

The Province of British Columbia has entered into a partnership with the Canada Revenue Agency (CRA) to use the federal Business Number (BN) as a convenient way for businesses to identify themselves when communicating with federal and provincial governments.

The Corporate Registry, under the authority of the *Business Number Act*, is therefore collecting the BN from both corporations applying for registration in British Columbia and corporations currently registered in British Columbia. This will allow corporations to use their BN as an identifier the next time they communicate with the Corporate Registry.

You will already have a BN if you have been incorporated federally or if you are incorporated in another Canadian jurisdiction.

You may have also received a BN from CRA if you:

- collect GST/HST;
- have employees;
- import or export goods to or from Canada;
- operate a taxi or limo service;
- collect Social Service (PST), Hotel Room Tax or are registered with Workers Compensation Board, and/or;
- are registered to do business in another Canadian jurisdiction

**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 Number 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.

## COMPLETE ITEM A OR B

### **A** BUSINESS NUMBER

Your **Business Number** (e.g., CRA corporate tax account) would be displayed as a 15 character identifier, for example: **82123 5679 RC 0001**. The first nine numbers uniquely identify your business – it's those numbers we need.

Please enter the first 9 digits here:

### **B** DIRECTOR NAME

If you do not have a Business Number please enter the name of a director of your corporation (as per CRA requirements) so that we can request one for you. The director's name is confidential information and is collected under the authority of the *Business Number Act*.

LAST NAME

FIRST NAME