
MAINTAINING YOUR BC COMPANY

The British Columbia *Company Act* requires all incorporated companies to file information about the company with the Corporate Registry office. These filings are:

ANNUAL REPORT (Form 16) – FILING FEE \$35.00

A British Columbia company must file an annual report each year within two months after the company's anniversary date of incorporation, amalgamation or continuation into the province. The annual report containing information on the company as of the anniversary date is mailed to the registered office of the company. The company or its solicitor makes any changes on the form (if necessary), signs and returns the form to this office with the appropriate filing fee. Any changes to the registered or records office address or to the directors must be accompanied by the appropriate forms.

After **July 1, 2002** it is a requirement for a British Columbia company to file its annual report electronically over the Internet. Some exceptions apply. You may view the Internet site at www.bconline.com and click on the "File a BC Company Annual Report" link on the left-hand side of the page. BC OnLine account holders proceed to the "Registered Customers" sign on.

NOTICE TO CHANGE OFFICE (Form 4) – FILING FEE \$20.00

Notice of every change to the registered or records office of a company must be filed in duplicate. No change is effective until this notice has been filed with this office. It is important to file this document as the registered office address is the address used for mailing the annual report (Form 16) and any notices concerning the commencement of dissolution of your company.

NOTICE OF DIRECTORS (Form 8/9) – FILING FEE \$20.00

Notice of every change in the directors of the company must be filed within 14 days of the change. A separate form is required for each date of change.

Failure to comply with the filing requirements of the *Company Act* may result in a company being dissolved and struck from the register.

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Corporate Examinations Unit at **250 356-8626** or fax **250 356-6422**. If calling from the Greater Vancouver area, the direct dial free line is 604 775-1047.

Corporate Registry office hours are from 8:30 a.m. till 4:30 p.m., Monday through Friday, excluding statutory holidays.

Forms are available from this office or purchased from most commercial stationery stores. Forms may also be available from your local government agent's office. In addition, you may download the Form 4 and Form 8/9 from the Corporate Registry Web site at www.fin.gov.bc.ca/registries

Every director should have a copy of the *Company 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 or write to 521 Fort Street, Victoria BC V8W 1E7. You may also purchase from International Travel Maps and Books at 604 687-3320, or fax 604 687-5925 or write to 539 West Pender, Vancouver BC V6B 1V5.