



Ministry of Finance
Corporate and Personal
Property Registries

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
Location:
2nd Floor – 940 Blanshard Street
Victoria BC

**SOCIETY
NOTICE OF ADDRESS
OF SOCIETY
Form 5**
Sections 3 and 10
SOCIETY ACT

Enquiries: 250 356-8609

Filing Fee: \$15.00
(SEE IMPORTANT NOTE BELOW)

INSTRUCTIONS:

- Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard.**
- In Box A, enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.
- In Box B, enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.
- In Box C, enter the complete **physical address**. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the office.
- Filing Fee: \$15.00.** Submit this form with a cheque or money order made payable to the Minister of Finance. (The filing fee is not applicable if you are incorporating a society.)
- Additional information and forms are available on the Internet at:
www.fin.gov.bc.ca/registries

Important Note:

This form is used to register the address of a society at the time of incorporation (no filing fee is charged) OR to change the address of a society after it is incorporated (filing fee of \$15.00 is applicable).

Notice of every change of address is effective on the day after the Notice is filed by the Registrar of Companies.

B CERTIFICATE OF INCORPORATION NUMBER

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FIPPA)
The personal information requested on this form is made available to the public under the authority of the *Society Act*. Questions about how the *FIPPA* applies to this personal information can be directed to the Administrative Assistant of the Corporate and Personal Property Registries at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

A FULL NAME OF SOCIETY

C The address of the society is: (must be a physical address)

PROVINCE	POSTAL CODE
B.C.	

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

Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED
YYYY / MM / DD

X