

INFORMATION FOR VOLUNTARY CANCELLATION OF AN EXTRAPROVINCIAL COMPANY, EXTRAPROVINCIAL SOCIETY OR EXTRAPROVINCIAL COOPERATIVE ASSOCIATION

Thank you for your request on how to cancel the registration of an extraprovincial company, extraprovincial society or extraprovincial cooperative association.

Section 259(1) of the *Company Act* provides that if an extraprovincial company files with the Registrar a notice that the company has ceased to carry on business in British Columbia, that the Registrar may cancel its registration. Section 71(1) of the *Society Act* and section 179(2) of the *Cooperative Association Act* apply section 259(1) of the *Company Act* for cancellation of an extraprovincial society or extraprovincial cooperative association.

PROCESS

In order to cancel a registration, the extraprovincial company, extraprovincial society or extraprovincial cooperative association, must file a notice (see Sample No. 1) with the Registrar, **originally signed** by a current officer or director, indicating the extraprovincial company, extraprovincial society or extraprovincial cooperative association has ceased to carry on business in British Columbia.

The extraprovincial company, extraprovincial society or extraprovincial cooperative association will be cancelled on the date set by the Registrar once the notice has been filed, and the submitting party will receive confirmation of the cancellation from the Registrar. The Registrar will publish, in the BC Gazette, a notification of the cancellation.

FEES

The total filing fees required for cancellation of a registration are:

- \$20 for an extraprovincial company;
- \$15 for an extraprovincial society; or
- \$20 for an extraprovincial cooperative association.

If you wish your documents processed on a **priority basis**, an additional \$100 will be required, **in addition** to the regular filing fee.

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

Mailing Address:
Registrar of Companies
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

ADDITIONAL INFORMATION

All applications for cancellation are processed on a first-come, first-served basis, unless you pay the additional \$100 priority fee.

For information regarding completion of your voluntary dissolution documentation, contact the Corporate Dissolution Section at **250 356-5986**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-2585**. The Corporate Dissolution Section **cannot** provide legal or business advice.

Corporate Registry office hours are from 8:30 am till 4:30 pm, Monday through Friday, excluding statutory holidays. Our Internet address is www.fin.gov.bc.ca/registries

SAMPLE NO. 1

Sample of the notice of cancellation to
be signed by a current officer or director

[Insert Company or Society or Cooperative Association] Act
SECTION *[Insert 259 for Company Act, 71 for Society Act or*
179(2) for Cooperative Association Act]

NOTICE

To: Registrar of Companies
British Columbia

[Insert full extraprovincial company, extraprovincial society or extraprovincial cooperative association name] this document confirms that it has ceased to carry on business in the Province of British Columbia and requests the Registrar of Companies cancel its registration as an extraprovincial ***[insert the word company, society or cooperative association]*** under section ***[insert 259 for Company Act, 71 for Society Act or 179(2) for Cooperative Association Act]*** of the ***[insert Company or Society or Cooperative Association] Act***.

Dated this ***[insert day]*** of ***[insert month]***, ***[insert year]***.

[signature of officer or director]

[name of officer or director]
[relationship to extraprovincial company,
extraprovincial society or extraprovincial
cooperative association]