



INSTRUCTIONS FOR CHANGING YOUR BUSINESS NAME

Under The Business Names Registration Act

STEP 1: RESERVING THE NAME

Before a business name can be changed, a Request for Name Reservation must be filed to determine if the name is available for use. Please read the notes on the reverse side of that form.

Form Required

Filing Fee

Request for Name Reservation

\$40.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.

If your name is **reserved**, you will have 90 days to file the Change of Business Name forms by following Step 2 below.

If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

STEP 2: CHANGING THE BUSINESS NAME

Forms Required (in duplicate)

Filing Fee

Form # 7 Change of Business Name

\$45.00

NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Information about this business is collected pursuant to *The Business Names Registration Act*. It is made available for public searching pursuant to that Act. Information will be shared with other government departments and the Minister of National Revenue pursuant to *The Electronic Commerce and Information Act* for the purposes of obtaining a Business Number (BN) for this company and administering a common business numbering and information system. If you have any questions about its collection, contact: The Director, Companies Office, 1010-405 Broadway, Winnipeg, MB, R3C 3L6 or phone (204) 945-2500.

SPECIAL NOTES

- This form must be typed or printed clearly and signed in ink.
- The name(s), address(es), and signature(s) of all the registrant(s) is required.
- A **full date** is required when the name change occurred.
- If the registrant(s) of the business name have changed, the Change of Registrants Form or Dissolution and New Registration forms must also be filed.
- All forms can be downloaded from our website address (see below)

PAYMENT OPTIONS

If you are filing the Name Reservation (paper applications only) and Change of Business Name forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, your signature on this form authorizes us to process two separate transactions.

If paying by Credit Card, please return this bottom portion with your forms.

Name Reservation \$40.00 Change of Business Name \$45.00

Visa MasterCard

Card # _____ Expiry Date _____ Signature _____

Where to Send the Forms and Fees

COMPANIES OFFICE

Woodsworth Building
1010-405 Broadway
Winnipeg, MB R3C 3L6

Any Questions?

Telephone: (204) 945-2500 **Fax:** (204) 945-1459
Toll Free in Manitoba: 1-888-246-8353
E-Mail: companies@gov.mb.ca
Website: http://www.gov.mb.ca/finance/cca/comp_off/index.html
Hours: 8:00 – 4:30 Monday to Friday