



## FILING AN APPLICATION FOR SUPPLEMENTARY CERTIFICATE OF REGISTRATION

Under The Corporations Act of Manitoba

If an extra-provincial or federal corporation amalgamates, continues, or changes its name, it must file an APPLICATION FOR SUPPLEMENTARY CERTIFICATE OF REGISTRATION, by following these steps :

### **STEP 1 : RESERVING THE NAME** (only if the corporation is changing its name)

#### **Form Required**

Request for Name Reservation

#### **Filing Fee**

\$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 Application for Supplementary Certificate of Registration 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: FILING THE APPLICATION**

#### **Forms Required (in duplicate)**

Form #6 – Application for Supp. Certificate of Registration

\$150.00

Form #19 – Request for Service

no fee

Annual Return (if required)

\$40.00 (share) **or** \$20.00 (non-profit)

Form #8 – Power of Attorney (amalgamations only)

\$30.00

If the change took place **over 90 days ago**, you must get a Certificate of Status (sometimes called a Certificate of Good Standing or Compliance), from its home jurisdiction.

If the anniversary month of incorporation (or amalgamation) has passed, Annual Returns may be needed. Complete and sign any necessary Annual Returns.

### **IMPORTANT: ONLY REQUIRED FOR THE AMALGAMATED CORPORATION**

To complete the processing of an Application for Supplementary Registration for an Amalgamation, the **Business Number (BN)** for the amalgamated corporation is required. If not available at the time of filing, please contact Canada Customs and Revenue Agency (CCRA), at 1-800-959-5525 to determine your BN and provide it to Companies Office as soon as possible.

### **NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Information about this corporation is collected pursuant to *The Corporations 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

- All forms must be typed or printed clearly and signed in ink.
- The Application must be signed by a director, officer or solicitor of the corporation. Only directors or officers may sign the Power of Attorney form.
- Annual Returns must be signed by a director, officer or agent of the corporation.
- In some cases, other forms will have to be filed with those noted above.
- If the name of the corporation changes, amalgamates or continues as a numbered company, a Request for Name Reservation is not required. E.g. 345678 Alberta Ltd.
- You should see a lawyer if you have any legal questions about filing the application.

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**Payment Options**

If you are filing the Name Reservation (paper applications only) and Application for Supplementary Certificate of Registration 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 <input type="checkbox"/>	Application for Supplementary Certificate of Registration	\$150.00 <input type="checkbox"/>	Annual Return share	\$40.00 <input type="checkbox"/>
		Power of Attorney	\$30.00 <input type="checkbox"/>	non-profit	\$20.00 <input type="checkbox"/>
<b>Visa</b> <input type="checkbox"/>	<b>MasterCard</b> <input type="checkbox"/>	Expiry Date _____	Signature _____		
Card # _____					

**Where to Send the Forms and Fees**

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

**Any Questions?**

**Telephone:** (204) 945-5999      **Fax:** (204) 945-1459  
**Toll Free in Manitoba:** 1-888-246-8353  
**E-Mail:** [companies@gov.mb.ca](mailto:companies@gov.mb.ca)  
**Website:** [http://www.gov.mb.ca/finance/cca/comp\\_off/index.html](http://www.gov.mb.ca/finance/cca/comp_off/index.html)  
**Hours:** 8:00 to 4:30 Monday to Friday