



FILING ARTICLES OF AMENDMENT

Under The Corporations Act of Manitoba

If a Manitoba corporation wants to make significant changes to its incorporating documents it must file **ARTICLES OF AMENDMENT**, 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 Articles of Amendment 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 ARTICLES OF AMENDMENT

Forms Required

Form # 10 - Articles of Amendment
Form # 19 - Request for Service
Annual Returns (if required)

Filing Fees

<u>share</u>	or	<u>non-profit</u>
\$150.00		\$50.00
	no fee	
\$ 40.00	or	\$20.00

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 Corporation must be up to date in filing its Annual Returns.
- Paragraph 3 must indicate who authorized the amendment (shareholders, directors or members). Also indicate under which section of the Act the amendment is made.
- A numbered corporation is a company that has its file number as the main part of its name. The Companies Office gives the number to the corporation. A name reservation is not required.
- You should see a lawyer if you have any legal questions about filing Articles of Amendment.

Payment Options

If you are filing the Name Reservation (paper applications only) and Articles of Amendment 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	<input type="checkbox"/>	Articles of Amendment		Annual Return
			share	\$150.00	share \$40.00
			non-profit	\$50.00	non-profit \$20.00

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) 945-5999 **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 to 4:30 Monday to Friday.