



INSTRUCTIONS FOR CHANGING THE REGISTRANTS OF A BUSINESS NAME Under The Business Names Registration Act

Please read the “**Important Information**” to ensure you file the proper documents.

STEP 1: CHANGING THE REGISTRANTS OF A BUSINESS NAME

<u>Forms Required (in duplicate)</u>	<u>Filing Fees</u>
Form #4 Change of Registrants	\$45.00
Power of Attorney (if required)	\$30.00

IMPORTANT INFORMATION : If **all existing registrants** are being deleted or replaced **or**

There is presently only **one** registrant **or**

There are presently two or more registrants, and after the change, there will be only one registrant then you must file the following forms:

<u>Forms Required (in duplicate)</u>	<u>Filing Fees</u>
Form # 3 Dissolution of a Business Name	\$45.00
Form # 1 Registration of Business Name	\$45.00
Power of Attorney (if required)	\$30.00

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.

WHEN IS A POWER OF ATTORNEY REQUIRED?

A Power of Attorney form will be needed if the Change of Registrants form or Business Registration shows all the people who are the registrants of the business name living outside of Manitoba. This person must be willing to accept all legal documents on behalf of the business in Manitoba. This person does not need to be a lawyer, but he or she must live in Manitoba.

SPECIAL NOTES

- All forms must be typed or printed clearly and signed in ink.
- Signature(s) of former and current registrant(s) are required.
- A **full date** must be shown when the change of registrants took place.
- All forms can be downloaded from our website address (see below)

PAYMENT OPTIONS

If paying by **cheque** or **money order**, please make it payable to the **Minister of Finance**.

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

Change of Registrants \$45.00 Registration \$45.00 Dissolution \$45.00 Power of Attorney \$30.00

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