



Ministry of Finance  
Corporate and Personal  
Property Registries

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

Location:  
2nd Floor – 940 Blanshard Street  
Victoria BC

# COOPERATIVE NOTICE OF CHANGE OF DIRECTORS

## Form 5

COOPERATIVE ASSOCIATION ACT  
Sections 78(1) and 83(1)

**FILING FEE: \$20.00**

Enquiries: 250 356-8673

Office Hours: 8:30 – 4:30 (Monday – Friday)

**INSTRUCTIONS:**

1. Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard. Attach an additional sheet if more space is required.
2. In Box A, enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation, Amalgamation or Continuation.
3. In Box B, enter the exact name of the association as shown on the Certificate of Incorporation, Amalgamation, Continuation or Change of Name.
4. In Box D, E and F, enter the last name, first name, and any initials of the association's directors as indicated.
5. In Box F, the residential address of a director must be a complete **physical address**. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry can not accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the director.
6. If changes occurred on more than one date, you must complete a separate Notice of Change of Directors form for each date.
7. An individual who has ceased being a director cannot sign this form.
8. **Filing fee: \$20.00.** Submit this form with a cheque or money order payable to the Minister of Finance, or provide the Registry authorization to debit the fee from a BC Online Deposit Account.
9. Additional information and forms are available on the internet at: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

**A** CERTIFICATE OF INCORPORATION NO.

**CP**

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

**Freedom of Information and Protection of Privacy Act (FIPPA):**  
The personal information requested on this form is made available to the public under the authority of the *Cooperative Association Act*. Questions about how the *FIPPA* applies to this personal information can be directed to the Administrative Analyst, Corporate and Personal Property Registries at 250 356-0944, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**B** FULL NAME OF ASSOCIATION

**C** DATE OF  
CHANGE OF  
DIRECTORS

YYYY / MM / DD

**D** Full names of new directors appointed or elected:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)

**E** Full names of persons who have **ceased** to be directors:

LAST NAME	FIRST NAME AND INITIALS (IF ANY)

**F** Full names and addresses of **all** the directors of the association **as at the date of change listed above:**

LAST NAME	FIRST NAME & INITIALS (IF ANY)	RESIDENTIAL ADDRESS (INCLUDE POSTAL / ZIP CODE)

**G** **CERTIFIED CORRECT** – I have read this form and found it to be correct.

Signature of a current Director, Officer, or Lawyer of the Association

Relationship to Association

DATE SIGNED

YYYY / MM / DD

**X**