

Telephone: 250 356-1198

Fax: 250 356-8593

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

Enter your Name and Mailing Address (including postal code)

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**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 *Business Corporations Act*. Questions about how the *FIPPA* applies to this personal information can be directed to the Administrative Assistant of the Corporate and Personal Property Registries at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**OFFICE USE ONLY**

DO NOT WRITE IN THIS AREA

**FEES DEBITED**
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**Note: The Transition Package will be mailed to the above address within 5 to 7 working days.**
**INSTRUCTIONS:**

This form is to be used to order a Transition Package for a company that was incorporated (or amalgamated or continued into BC) before March 29, 2004.

The Transition Package contains:

- 1) a certified copy of the Memorandum of the company and any amendments made to it;
- 2) a certified copy of the Articles of the company and any amendments made to it; and
- 3) if indicated below, a copy of the Corporate Registry's "Transition Guide – A Do-It-Yourself Guide for Small Companies".

 The fee for the Transition Package is **\$40 with or without the guide.**

Complete this form and mail it, with a cheque or money order payable to the Minister of Finance, to:

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

**Item A**

Enter the incorporation number of the company. This number can be found on a copy of any annual report for the company or in the upper right hand corner of the company's Certificate of Incorporation (or its Certificate of Amalgamation or Continuation).

**Item B**

Enter the name of the company exactly as shown on the company's Certificate of Incorporation (or its Certificate of Amalgamation or Continuation or any Certificate of Change of Name for the company).

**Item C**

Indicate the method of payment. Ensure your cheque or money order is enclosed with this order form. Make the cheque or money order payable to the Minister of Finance.

For clients who maintain a BC OnLine account, enter your BC OnLine account number and any folio reference number if applicable.

**Item D**

 If you want a copy of the "Transition Guide – A Do-It-Yourself Guide for Small Companies" included as part of the Transition Package, you **must** indicate this in Item D. *Note: if you want only the guide, you can download a free copy from the Corporate Registry Web site at [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).*
**A INCORPORATION NUMBER OF COMPANY**
**B NAME OF COMPANY**
**C METHOD OF PAYMENT**
 Enclosed is my cheque for \$40.

 BC OnLine Account

 Enclosed is my money order for \$40.

BC ONLINE ACCOUNT NO.

FOLIO REFERENCE NO.

For clients who maintain a BC OnLine Account, you may fax your request to 250 356-8593

BC ONLINE ACCOUNT OPTION FOR AGENT PICKUP – PROVIDE NAME OF AGENT

**D COPY OF TRANSITION GUIDE**
 Yes, I would like a copy of the "Transition Guide – A Do-It-Yourself Guide for Small Companies" included with the Transition Package.