



Enquiries: 250 356-8609

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 exact name of the society as shown on the Certificate of Incorporation or Change of Name.
3. In Box B, enter the Incorporation Number. This number is shown on the top right-hand corner of the Certificate of Incorporation.
4. In Box D, E and F enter the last name, first name, and any initials of the society'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 cannot 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 Changes in Directors form for each date.
7. An individual who has ceased being a director cannot sign this form.
8. **Filing Fee: \$15.00.** Submit this form with a cheque or money order payable to the Minister of Finance.
9. Information is available on the internet at: www.fin.gov.bc.ca/registries

B CERTIFICATE OF INCORPORATION NUMBER

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

A FULL NAME OF SOCIETY

C DATE OF CHANGE
YYYY / MM / DD

D Full names of new directors appointed:

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 society (including the new directors listed in Box D) **as at the date of change listed above:**

LAST NAME	FIRST NAME AND INITIALS (IF ANY)	RESIDENTIAL ADDRESS (INCLUDE POSTAL CODE)

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

Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED
YYYY / MM / DD

X