

Telephone: 250 356-8626

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**INSTRUCTIONS:**

Please type or print clearly in block letters and ensure that the form is signed and dated in ink.

Section 351 of the *Business Corporations Act* defines “dissolved company's records” to mean the records the dissolved company was required to keep under section 42. If a liquidator was appointed, the definition covers the records the company was required to keep under section 42 and those referred to in section 333(1). The following person must retain and produce the dissolved company records for a period of two years:

- 1) the person who was shown in the application for dissolution as having custody of those records, or
- 2) if there was no application for dissolution, the person who had custody of the records at the time of dissolution, or
- 3) if one or more liquidators were appointed, the liquidator shown in the application for dissolution as having custody of those records.

Item A and B Enter the incorporation number and the name of the company at the time it was dissolved. The incorporation number and name would be shown on the company's Certificate of Incorporation, Amalgamation, Continuation or Change of Name.

Item C The person who is required to retain and produce the dissolved company's records must promptly file with the registrar any change in the location of the dissolved company's records.

The person must also promptly file any change in the identity of the person having custody of the dissolved company's records, along with the court order approving the change.

The person must also promptly file any change in the prescribed two-year retention period that records are required to be kept, along with a court order approving the reduction in time.

- Item D** The delivery address must be for a location in BC that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records. The address must not be a post office box.
- Item F** If the person having custody of the records is a corporation or firm, enter the full name of the corporation or firm.
- Item G** Enter the expiration date of any period ordered by the court.
- Item H** This form is to be signed by the person having custody of the dissolved company's records. If that person is a corporation or firm, this form is to be signed by an authorized signing authority for that corporation or firm.

Filing Fee: \$20.00 plus \$20.00 to file court order (if applicable)
Submit this form and court order (if applicable) with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of US funds.

A INCORPORATION NUMBER OF DISSOLVED COMPANY**B NAME OF DISSOLVED COMPANY****C CHANGES TO THE INFORMATION RESPECTING DISSOLVED COMPANY'S RECORDS**

Changes to the following information must be filed with the registrar. Please indicate which information is to be changed.

- 1) A change to the location of the dissolved company's records (complete Items D, E and H).
- 2) A change to the identity of the person having custody of the dissolved company's records (complete Items F and H).
- 3) A reduction in the period that the dissolved company's records must be retained (complete Items G and H).

CHANGE TO THE LOCATION OF THE DISSOLVED COMPANY'S RECORDS

D DELIVERY ADDRESS OF THE NEW LOCATION OF DISSOLVED COMPANY'S RECORDS

PROVINCE	POSTAL CODE
BC	

E MAILING ADDRESS OF THE NEW LOCATION OF DISSOLVED COMPANY'S RECORDS

PROVINCE	POSTAL CODE
BC	

CHANGE TO THE IDENTITY OF THE PERSON HAVING CUSTODY OF THE DISSOLVED COMPANY'S RECORDS

F FULL NAME OF PERSON HAVING CUSTODY OF THE DISSOLVED COMPANY'S RECORDS

LAST NAME	FIRST NAME	MIDDLE NAME
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CORPORATION OR FIRM NAME

REDUCTION IN THE PERIOD THAT THE DISSOLVED COMPANY'S RECORDS MUST BE RETAINED

G REDUCTION IN THE PERIOD THAT THE DISSOLVED COMPANY'S RECORDS MUST BE RETAINED

Expiration Date of new period

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

If applicable, I confirm that the court order approving the change of identity of the person having custody of the dissolved company's records and/or the court order reducing the period within which the dissolved company's records must be retained, is being submitted to the registrar for filing concurrently with this notice.

NAME OF PERSON HAVING CUSTODY	SIGNATURE OF PERSON HAVING CUSTODY	DATE SIGNED YYYY / MM / DD
	X	