

## INSTRUCTIONS FOR REGISTERING A FOREIGN PARTNERSHIP AS AN EXTRAPROVINCIAL LIMITED LIABILITY PARTNERSHIP

### STEP ONE

The first step in registration is to ensure the proposed name of the extraprovincial limited liability partnership is approved by the registrar. Refer to the attached “Information on Reserving Your Corporate Name” package for instructions on how to reserve your name.

### STEP TWO

Complete the Form 4, Registration Statement, using the following instructions.

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

- Item A** Enter the full name and mailing address of the individual filing the Registration Statement. If the person filing the Registration Statement is a corporation or firm, enter the full name and mailing address of that corporation or firm.
- Item B** Enter the business name of the foreign partnership applying to be registered as an extraprovincial limited liability partnership.
- Item C** Identify the governing jurisdiction of the foreign partnership and enter its registration number.
- Item D** Complete the statement confirming the foreign partnership’s status in its governing jurisdiction.
- Item E** Indicate whether or not the partnership applying to be registered as an extraprovincial limited liability partnership is currently a limited partnership in its governing jurisdiction. Also indicate if that limited partnership is registered extraprovincially in BC. Enter the registration number issued by the registrar of companies, if applicable.
- Item F** Enter the name that is to be the business name of the extraprovincial limited liability partnership. This business name must be approved by the registrar of companies prior to filing this Registration Statement. Enter the name approval number issued by the registrar of companies.
- Item G** Indicate whether the foreign partnership is a professional partnership, and confirm that the partnership is authorized, within the meaning of section 116 of the *Partnership Act*, to register as an extraprovincial limited liability partnership. **Please ensure you contact the appropriate BC governing body of the professional partnership.**

**The governing body may require the foreign partnership to meet certain prerequisites before applying for registration as an extraprovincial limited liability partnership.**

- Item H** If the limited liability partnership has a registered office in BC enter the mailing and delivery address of the registered office. The delivery address must be for a location that is accessible to the public during normal business hours for the delivery of records.
- Item I** An extraprovincial limited liability partnership that **does not** have a registered office in BC must have an attorney(s). Each attorney must be either, 1) an individual who is resident in BC or, 2) a company incorporated in BC. If the attorney is an individual, the mailing and delivery address must be for an office in BC at which the individual can usually be reached during normal business hours. If the attorney is a company, the mailing and delivery address must be that company’s registered office.
- Item J** If the person filing this Registration Statement is a corporation or firm, this form must be signed by an authorized signing authority for the corporation or firm.

### STEP THREE

#### Filing Fee: \$275.00

Submit the Form 4, Registration Statement, in duplicate along 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 the equivalent in US funds.

### STEP FOUR

Once the Registration Statement is filed, an acknowledgement will be sent to the registered office or attorney of the extraprovincial limited liability partnership.

The registrar will also publish a notice of the registration of the foreign partnership as an extraprovincial limited liability partnership on the Queen’s Printer Web site [www.qplegaleze.ca](http://www.qplegaleze.ca)

### ADDITIONAL INFORMATION

For information regarding completion of your documentation, contact the Corporate Registry at **250 356-2893**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1044**. Corporate Registry staff **cannot** provide legal or business advice.



Ministry of Finance  
 Corporate and Personal  
 Property Registries  
 www.fin.gov.bc.ca/registries

Mailing Address:  
 PO Box 9431 Stn Prov Govt  
 Victoria BC V8W 9V3  
 Location:  
 2nd Floor – 940 Blanshard Street  
 Victoria BC

**REGISTRATION STATEMENT**

**FORM 4**  
**EXTRAPROVINCIAL LIMITED**  
**LIABILITY PARTNERSHIP**  
 Section 115 *Partnership Act*

Telephone: 250 356-2893

**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 *Partnership 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**

**SUBMIT THIS FORM IN DUPLICATE**

**A NAME AND MAILING ADDRESS OF THE PERSON FILING THIS REGISTRATION STATEMENT**

LAST NAME FIRST NAME MIDDLE NAME

CORPORATION OR FIRM NAME

MAILING ADDRESS PROVINCE POSTAL CODE

**B BUSINESS NAME OF FOREIGN PARTNERSHIP**

**C GOVERNING JURISDICTION OF FOREIGN PARTNERSHIP**

REGISTRATION NO. IN FOREIGN JURISDICTION

**D EQUIVALENT STATUS IN FOREIGN JURISDICTION**

I, \_\_\_\_\_, confirm that the foreign partnership has the status of, or a status equivalent to that of, a limited liability partnership under the laws of its governing jurisdiction.

**E TYPE OF PARTNERSHIP**

Is the foreign partnership a limited partnership?  YES  NO  
 Is that limited partnership registered extraprovincially in BC?  YES  NO  
 If **YES**, the Registration Number is \_\_\_\_\_

**F BUSINESS NAME APPROVED IN BC**

NAME APPROVAL NO.  
 NR \_\_\_\_\_

**G PROFESSIONAL PARTNERSHIPS**

Indicate whether the partnership is a professional partnership:

YES  NO

If **YES**, complete the following statement:

I, \_\_\_\_\_, being the person filing the registration statement on behalf of the professional partnership confirm that the members of that profession are expressly authorized by or under the Act by which that profession is governed in BC to carry on the practice of the profession through a limited liability partnership, and any prerequisites to that authorization that have been established under the Act have been met by the foreign partnership.

**H REGISTERED OFFICE ADDRESS IN BC (if any)**

MAILING ADDRESS OF THE REGISTERED OFFICE PROVINCE POSTAL CODE  
 BC

DELIVERY ADDRESS OF THE REGISTERED OFFICE PROVINCE POSTAL CODE  
 BC

**I FULL NAME OF ATTORNEY(S) (IF ANY)**

LAST NAME

FIRST NAME

MIDDLE NAME

COMPANY NAME

MAILING ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

**BC**

DELIVERY ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

**BC**

LAST NAME

FIRST NAME

MIDDLE NAME

COMPANY NAME

MAILING ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

**BC**

DELIVERY ADDRESS OF ATTORNEY

PROVINCE

POSTAL CODE

**BC****J CERTIFIED CORRECT** – I have read this form and found it to be correct.Choose **ONE** of the following:**I confirm that I have received the approval of all of the partners to file this registration statement.****I confirm that the partnership agreement authorizes the filing of this registration statement.**

SIGNATURE OF PERSON FILING THIS REGISTRATION STATEMENT

DATE SIGNED

YYYY / MM / DD

**X**

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## INFORMATION ON RESERVING YOUR CORPORATE NAME

Thank you for your request on how to reserve your corporate name.

The Name Approval Request form attached allows you to make a maximum of three choices of names, in descending order of preference. The prescribed filing fee for this form is \$30.

You can apply for your name in the following ways:

### BY GOVERNMENT AGENT

Visit your local Government Agent's office. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. For a location near you, go to [www.governmentagents.gov.bc.ca](http://www.governmentagents.gov.bc.ca)

### BY ONESTOP KIOSK

Visit your local OneStop Kiosk. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. User fees may apply. For a location near you, go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

### BY BC ONLINE

If you have a BC OnLine account you can submit your request electronically.

### BY MAIL

Submit your Name Approval Request form, with prescribed fee by cheque or money order payable to the Minister of Finance, to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

*Note: you should allow for an additional 5 to 7 working days for your name approval to be processed if you choose to submit by mail.*

Incorporation, registration, restoration, amalgamation, change of name or assumed name documentation cannot be processed until your corporate name has been approved and reserved.

*Note: Once your name is approved, it is reserved for you for a period of 56 calendar days, except for restoration purposes where the reservation period is 1 year plus 56 calendar days.*

### ADDITIONAL INFORMATION

For information regarding completion of your Name Approval Request form, contact the Corporate Registry at **250 356-2893**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1044**. Corporate Registry staff **cannot** provide legal or business advice.

## NAME APPROVAL REQUEST INSTRUCTIONS

### IMPORTANT – READ CAREFULLY

#### GENERAL

This form is used for the approval of all corporate and business names in British Columbia.

The first step in incorporation (company, society, cooperative association, financial institution) or registration of firms (partnership, proprietorship) or extraprovincial companies, is the approval of the name through the Names Unit of the Registrar of Companies.

**Once your name is approved, it is reserved for you for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee.**

**If you need assistance call our help telephone number at 250 356-2893.**

Once your name is reserved, the next step is to submit the necessary information to incorporate a company or society, register a proprietorship, partnership or limited partnership or register a foreign entity as an extraprovincial company.

Please go to the Corporate Registry's Web site for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The Web site address is: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries).

Approval of a name by the Registrar for either a corporation or a firm does not provide a proprietary right or interest in the name under any circumstances. It is intended solely to protect the public interest by:

- preventing names of corporations which are so similar as to confuse or mislead; and
- providing a record which allows the public to determine which individuals are associated with a corporation or firm name.

A corporation or a firm name may be registered under the same name as another firm. As a result there are many duplications of firms names, however, a firm or a corporation name will **not** be accepted if it can be confused with another corporate name.

#### FIRM NAMES

**(partnership, proprietorship, limited partnership)**

**Registration of a firm does not provide any protection for that name and does not mean that the name will be available if you decide to incorporate a company using this name.**

#### RESEARCH YOUR CHOICES

The Names Examiner searches the Corporate Register only. This register includes the names of corporations incorporated or registered extraprovincially in British Columbia. It does not include names of British Columbia firms, trademarks or corporations registered outside British Columbia. If you want to ensure your name is protected, you may wish to search other jurisdictions in Canada. Most public business and trademark registers in Canada are reflected in the NUANS database, which may be searched for a fee through private search firms.

The approval of any name is at the discretion of the Registrar. You are paying for three choices. **Do not commit to any name before it is approved.** Provide three choices for each company you wish to name, in descending order of preference. Check them out for potential conflicts through telephone listings, business directories and other publications.

Occasionally this office will reject all three of your choices. If that happens, it will be necessary for you to complete another Name Approval form with three more choices and submit it to this office with another reservation fee.

#### FEES

The payment of fees in advance is a mandatory requirement of doing all business with the Registrar of Companies office.

**Applicants are urged to consult the current Fee Schedule.**

Payment of the wrong amount is a common cause for the rejection of name requests. Cheques and money orders are to be made payable to the Minister of Finance.

#### PRIORITY SERVICE

Names are processed in the order of time of receipt. Upon request and on payment of an additional fee, an application will be processed in priority to others, normally within 24 hours of receipt.

#### PROCESS

This form allows you to make a maximum of three choices, **in order of preference**, for each name approval. If you wish to have more than one name approved, you must complete an additional form and pay another fee. Your first choice for a name may be approved, if available, and held for a period of **56 calendar days**. Any renewals of the reservation period will require payment of another reservation fee. **Your 2nd and 3rd choices are not examined unless the initial choice of name is not available.** Regardless of whether your three choices are all examined or not, the full fee is charged.

A name approval request may be made on this form, or in writing with the same information as is required on this form.

You can apply for your name in the following ways:

**BY GOVERNMENT AGENT:** Visit any Government Agent who will transmit the request to the Registrar. For locations go to [www.governmentagents.gov.bc.ca](http://www.governmentagents.gov.bc.ca)

**BY ONESTOP KIOSK:** Visit your local OneStop kiosk location. They will transmit the request to the Registries. User fees may apply. For locations go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

**BY MAIL:** Names Unit, Registrar of Companies  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

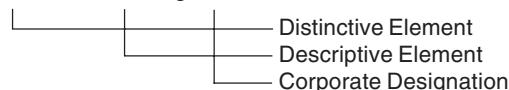
You can also apply for your name by visiting the Names Unit in Victoria, located on the 2nd Floor of 940 Blanshard Street.

Results will be confirmed in the same manner as the application was made.

#### NAME COMPONENTS

In assessing names, the Registrar's staff analyze them according to their constituent components. The form of name acceptable in principle consists of a distinctive element, followed by a descriptive element and ending with a corporate designation (if applicable).

e.g. ABC Manufacturing Ltd.



#### DISTINCTIVE ELEMENT

The distinctive element serves to differentiate names having identical or similar descriptive elements, and for that reason, is the **most important** element to be examined in the name.

Names such as "Tire Shop Ltd." and "Shoe Store Ltd." lack an appropriate distinctive element and would be rejected for that reason.

They would be acceptable, if prefixed with an additional distinctive element (e.g. coined word, geographical location or personal name) that would distinguish them from all the other tire shops and shoe stores.

e.g. **Vancouver Tire** Shop Ltd.      **Sandell's Shoe** Store Ltd.

Coined and made-up words are acceptable distinctive elements, provided they do not conflict with others already registered.

e.g. **Intertex** Enterprises Ltd.      **Fabuform** Diet Centre Ltd.

A coined word, used in addition to a geographical location (e.g. Altrex Canada Ltd.), is normally considered sufficiently distinctive by itself that a descriptive element is not usually required.

## DESCRIPTIVE ELEMENT

The descriptive element is useful in describing the nature of the business as well as expanding the options available. It allows for use of identical or similar distinctive elements, which might be desirable in developing a particular presence in the marketplace.

e.g. Victoria **Brake Shop** Ltd.      Victoria **Stationery** Ltd.

## CORPORATE DESIGNATION

Incorporating companies **must have as the last word in the name**, the corporate designation, “Limited”, “Limitee”, “Incorporated”, “Incorporee” or “Corporation”.

For all purposes, using the abbreviations of these words (e.g. “Ltd.”, “Ltee.”, “Inc.” or “Corp.”) is acceptable.

The corporate designation is **not** applicable to a firm name, society or cooperative name.

Firm names for partnerships and proprietorships **cannot** use “Ltd.”, “Inc.” or “Corp.” in their names, but they may use “Company” or “Co.”

Societies should have the designation “Society” or “Association” as the last word in their name. Companies are precluded from the use of these words in their names.

Cooperatives should use the word “Cooperative” in their name and may also use “Association”, “Society”, “Union” and “Exchange”.

A specially limited company must use the bracketed words “(Non-Personal Liability)” or “(N.P.L.)”, following the corporate designation.

## SINGLE WORD NAMES

Single word names (such as International Limited) are normally not sufficiently distinct from other names containing the same word and generally will not be approved.

An exception may be allowed if the proposed, single-word name contains a coined word that has been trademarked and evidence of the trademark is presented with the name request. Each case will be determined on its merits.

Obvious contractions of common words (e.g. Petrochem, being a contraction of petroleum and chemical) are not considered to be coined words for the purposes of single-word names.

## NUMBER NAMES

Numerals may be used in company names as the distinctive element. A year may be used in a name provided that it is the year of incorporation, amalgamation or registration.

e.g. 123456 Enterprises Ltd.      Pacific Enterprises (1997) Ltd.

The incorporation number may be used as the name of a British Columbia company. The accepted format is “345678 B.C. Ltd.”.

A name reservation or fee is not required for B.C. companies using just their incorporation number. The name will be given according to the next available number at the time of incorporation.

Numbered companies from other jurisdictions, continuing into British Columbia and wishing to retain their numbered names, will be required to conform with the name requirements of this province.

## PERSONAL NAMES

In most cases, a natural person’s full name will be considered to be sufficiently distinctive and therefore acceptable.

e.g. Bill Brown Ltd.      John Smith Inc.

Two surnames, or initials with a surname, are normally accepted.

e.g. Brown, Green Inc.      J.R. Black Corp.

## WELL KNOWN NAMES

Names, which include well known trade names and trademarks, will not be allowed without the advance written consent of the holder.

e.g. Exxon, Xerox, Coke

## EXTRAPROVINCIAL NAMES

Special consideration will be given to established extraprovincial companies applying for registration in the province, provided there is not a direct conflict in names.

## SPECIAL CHARACTERS

The use of special characters (such as % or \*) should be avoided in corporate and business names.

Some special characters may not be recognized by computer, will not print accurately and may not be allowed.

The “ç” symbol will not be approved in a name under any circumstances.

## NO SUGGESTION OF GOVERNMENT CONNECTION

The word “government” (in either its English or French form) will not be allowed. Other words which might imply connection with, or endorsement by, any government require written consent of that government. Examples of other words which imply government connection are “ministry”, “bureau”, “secretariat”, “commission” and “certified”.

The use of “British Columbia” or “BC” as the distinctive element in any name is considered to imply connection with the Government of the Province of British Columbia. Use will be accepted only on the written consent of that government, usually obtained from the Protocol Office, Intergovernmental Relations Secretariat, after the name has been approved by the Registrar.

Use of the words “British Columbia” and “BC” will be accepted without consent, if they are placed at the end of a name and before the corporate designation.

e.g. Pacific Warehouse Storage BC Ltd.

## NO SUGGESTION OF CONNECTION WITH CROWN OR ROYAL FAMILY

A name which suggests or implies a connection with the Crown, any living member of the Royal family, or endorsement by the Crown or Royal family will not be accepted without the written consent from the appropriate authority after the name has been approved by the Registrar.

e.g. Prince Charles Tea Room Ltd.

This does not apply to references in a name to geographical locations such as Prince George, Prince Rupert and references to New Westminster as the Royal City.

The use of the words “Crown” or “Royal” in combination with another word(s) that does not imply connection with the Crown or Royal family may be allowed.

e.g. Triple Crown Painting Ltd.      Royal Star Holdings Ltd.

## OBJECTIONABLE NAMES

Names that are considered to be objectionable on public grounds will not be accepted.

A name will not be approved if it includes a vulgar expression, obscene word or connotation, racial, physical or sexual slur.

The use of names of public figures will not be accepted without the advance written consent of the person named.

## GUIDELINES

This abbreviated information is provided for convenience only. Corporate and business law is complicated, and there can be no substitute for sound professional advice. Neither the Registrar of Companies nor the Ministry of Finance can accept responsibility for any errors or omissions in this information.

## HELP IS AVAILABLE

For assistance or further information, please call 250 356-2893.



**Ministry of Finance**  
 Corporate and Personal  
 Property Registries  
 www.fin.gov.bc.ca/registries

Mailing Address:  
 PO Box 9431 Stn Prov Govt  
 Victoria BC V8W 9V3  
 Location:  
 2nd Floor – 940 Blanshard Street  
 Victoria BC

# NAME REQUEST

NAME  
 APPROVAL NUMBER

## NR

*Important: Use this number on all documents and in the electronic submission of documents.*

Phone: 250 356-2893 or  
 604 775-1044 (Greater Vancouver only)

**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 *Company 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.

**INSTRUCTIONS:**

- Please retain the yellow copy for your records. The Name Reservation Office will notify you by letter once your request is completed.
- **Please type or print clearly.**
- **SHADED AREAS ARE FOR OFFICE USE ONLY.**

<b>PRIORITY REQUEST – Additional fee required</b>	
<input type="checkbox"/> <b>YES</b> – This is a priority request and I have enclosed an additional fee for this service.	
ROUTING SLIP NO.	DEBIT BCOL ACCOUNT NO.
FOLIO NO.	DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE YYYY MM DD	DATE RECEIVED YYYY MM DD
GOVT. AGENT TRANSACTION NO.	GOVT. AGENT AMOUNT COLLECTED \$

APPLICANT SURNAME FIRST NAME AND INITIALS

ADDRESS

CITY PROVINCE POSTAL CODE

APPLICANT PHONE NO. APPLICANT FAX NO. CONTACT PERSON NAME

Indicate what the name request is for: (In order for this request to be completed, one box must be (✓) ticked)

CORPORATION   
  PROPRIETORSHIP/PARTNERSHIP   
  SOCIETY   
  FINANCIAL INSTITUTION   
  COOPERATIVE ASSOCIATION

Is this request for an extra provincial registration in B.C.? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, SUPPLY THE JURISDICTION	NATURE OF BUSINESS
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ADDITIONAL INFORMATION

Name Request (*first choice*) **PLEASE TYPE OR PRINT CLEARLY**

Name Request (*second choice*) **PLEASE TYPE OR PRINT CLEARLY**

Name Request (*third choice*) **PLEASE TYPE OR PRINT CLEARLY**