

MAINTAINING A BC LIMITED LIABILITY PARTNERSHIP

The *Partnership Act* requires all limited liability partnerships to file information with the Corporate Registry office.

The following forms must be mailed with cheque or money order payable to the Minister of Finance, to the Corporate Registry at the address above.

You may download any of the forms listed below from the Corporate Registry Web site at www.fin.gov.bc.ca/registries

ANNUAL REPORT **Form 2** **Filing Fee \$35.00**

A limited liability partnership registered in British Columbia must file an annual report each year within two months after each anniversary of the date on which the partnership was registered as a limited liability partnership.

Failure to file an annual report in each of two consecutive years may result in the cancellation of the registration of the limited liability partnership.

CHANGES TO REGISTRATION STATEMENT **Form 3** **Filing Fee \$30.00**

A limited liability partnership registered in British Columbia must promptly notify the Corporate Registry of any changes to the information contained in the **Registration Statement, Form 1**.

This includes:

- a change to the business name of the limited liability partnership (*Note: the business name must be approved prior to submitting the **Form 3***); and/or
- a change to the registered office mailing or delivery address in British Columbia.

Once the **Changes to Registration Statement, Form 3**, has been filed, an acknowledgement will be sent to the registered office of the limited liability partnership.

ADDITIONAL INFORMATION

For information regarding completion of these forms, 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.