

## MAINTAINING AN EXTRAPROVINCIAL LIMITED LIABILITY PARTNERSHIP

The *Partnership Act* requires all extraprovincial 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](http://www.fin.gov.bc.ca/registries)

### ANNUAL REPORT Form 5 Filing Fee \$35.00

An extraprovincial 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 foreign partnership was registered as an extraprovincial 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 foreign partnership.**

### CHANGES TO REGISTRATION STATEMENT Form 6 Filing Fee \$30.00

An extraprovincial limited liability partnership registered in British Columbia should promptly notify the Corporate Registry of any change to the information contained in the **Registration Statement, Form 4**.

This includes:

- a change to the business name of the extraprovincial limited liability partnership  
(*Note: the business name must be approved prior to submitting the Form 6*);

- a change to the registered office mailing or delivery address in British Columbia; and/or
- a change to the business name of the foreign partnership.

Once the **Changes to Registration Statement, Form 6** has been filed, an acknowledgement will be sent to the registered office of the extraprovincial limited liability partnership.

### NOTICE OF CHANGE OF ATTORNEY Form 7 Filing Fee \$30.00

An extraprovincial limited liability partnership should promptly notify the Corporate Registry of a change of attorney including when a new attorney is appointed or when an attorney ceases to be an attorney. Section 122 of the *Partnership Act* states that an extraprovincial limited liability partnership that does not have a registered office in British Columbia must have an attorney.

### NOTICE OF CHANGE OF ADDRESS OF ATTORNEY Form 8 Filing Fee \$30.00

An attorney for an extraprovincial limited liability partnership should promptly notify the Corporate Registry of any change to its mailing or delivery address.

### 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.