



MAINTAINING YOUR EXTRAPROVINCIAL COOPERATIVE ASSOCIATION

The *Cooperative Association Act* requires all extraprovincial cooperative associations to file information about the association with the Corporate Registry office. These filings are:

ANNUAL REPORT (Form 4) – FILING FEE \$30.00

A cooperative association registered extraprovincially in British Columbia must file an annual report each year within two months after the association's anniversary date of registration in British Columbia.

NOTICES OF CHANGE TO BE FILED – FILING FEE \$20.00 (EACH CHANGE)

An extraprovincial cooperative association must file with this office any change to:

- (a) the attorney for service in British Columbia (Form 14, in duplicate);
- (b) the address of its head office within British Columbia (in duplicate);
- (c) the address of its head office outside of British Columbia (in duplicate);
- (d) the address of any attorney of the association in British Columbia; and
- (e) the directors.

Failure to comply with the filing requirements of the *Cooperative Association Act* may result in the cancellation of your extraprovincial registration.

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Society/Cooperative Unit at **250 356-8673** or fax **250 356-6977**. If calling from the Greater Vancouver area, direct dial 604 775-1046.

Corporate Registry office hours are from 8:30 a.m. till 4:30 p.m., Monday through Friday, excluding statutory holidays.

Forms are available from this office or reproduced (Form 4 and Form 14 only) from the schedules of the *Company Act*. In addition, you may download most of the above mentioned forms from the Corporate Registry Web site at www.fin.gov.bc.ca/registries

Every director should have a copy of the *Cooperative Association Act* and *Company Act* and be aware of the contents. The Acts are a useful source of information and may be purchased from Crown Publications Inc. You may contact them at 250 386-4636, or fax 250 386-0221, or Web site www.crownpub.bc.ca or write to 521 Fort Street, Victoria BC V8W 1E7. You may also purchase from International Travel Maps and Books at 604 687-3320, or fax 604 687-5925 or write to 539 West Pender, Vancouver BC V6B 1V5.