



MAINTAINING YOUR BC COOPERATIVE ASSOCIATION

The certified copy of the Memorandum and Rules returned by this office should be retained in the association record book. You are required to provide a copy to each member upon request.

The **first general meeting** of a cooperative association must be **held not more than three months after the date of incorporation**, or within a later period if approved by the Registrar of Companies. Thereafter, the association must hold a general meeting at least once every calendar year, within four months after the end of its fiscal year.

In addition, the *Cooperative Association Act* requires all incorporated cooperative associations to file information about the association with the Corporate Registry office. These filings are:

ANNUAL REPORT (Form 3) – FILING FEE \$30.00

The cooperative association must file an annual report each year, within two months after each annual general meeting.

CHANGE IN DIRECTORS (Form 5) – FILING FEE \$20.00

Notice of every change in the directors must be filed within 15 days of the change. A separate form is required for each date a change takes place.

CHANGE IN MEMORANDUM/RULES (Form 6) – FILING FEE \$70.00

Any change made to the memorandum or rules of a cooperative association must be filed on a special resolution form. The change will not take effect until a certified copy of the resolution has been registered by the Registrar of Companies.

CHANGE IN REGISTERED OFFICE (Form 8) – FILING FEE \$20.00

Notice of every change in the registered office address of the cooperative association must be filed without delay.

Failure to comply with the filing requirements of the *Cooperative Association Act* may result in a cooperative association being dissolved and struck from the register.

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 may also be available from your local government agent's office. 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 be aware of its contents. It is 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.