

INFORMATION FOR VOLUNTARY DISSOLUTION

Thank you for your request on how to dissolve a company under section 316 (see attached Appendix A) of the *Business Corporations Act*.

STEP ONE

To dissolve a company, the company must first comply with section 316 of the *Business Corporations Act*. This section, as well as section 344(2), are included in Appendix A for your reference.

STEP TWO

The company must be in good standing as at the date the Application for Dissolution is filed. Good standing means the company has complied with section 51 of the *Business Corporations Act* and is up to date with annual report filings.

To file any outstanding annual reports, logon to www.corporateonline.gov.bc.ca. The Corporate Online site includes a video demonstration and online help information to assist you with filing online. Visit www.corporateonline.gov.bc.ca and complete your filing using a credit card OR for BC OnLine customers, file using your BC OnLine account.

If you prefer to file by mail, contact Dye & Durham by calling toll free 1 800 665-6211 or visit www.dyedurhambc.com. An additional service fee will apply.

STEP THREE

Once the company is in good standing, the next step in the process is to file an Application for Dissolution with the Corporate Registry. The Application for Dissolution must be submitted electronically over the Internet by visiting Corporate Online at www.corporateonline.gov.bc.ca and completing your filing using a credit card OR for BC OnLine customers, file using your BC OnLine account. The Corporate Online site includes a video demonstration on how to file the Application for Dissolution and online help information to assist you with completing and filing the online application form.

Note: You will be asked to enter the company password at the start of the Application for Dissolution transaction. Please make sure you have the password in front of you before you begin.

Note: It is recommended that you complete the attached paper version of the Application for Dissolution first and use it for reference when you electronically file the Application.

If you do not want to file electronically but prefer to file by mail, Dye & Durham can file on your behalf. You can send a completed and signed copy of the paper version of the Application for Dissolution and a cheque to Dye & Durham who will electronically file the information for you. A service fee will be charged in addition to the dissolution fee.

The mailing address for Dye & Durham is:
Dye & Durham
734 Broughton Street
Victoria BC V8W 1E1

For more information call toll free at 1 800 665-6211 or visit their Web site at www.dyedurhambc.com

STEP FOUR

Once the Application for Dissolution has been filed using Corporate Online, the registrar will provide confirmation of the dissolution of the company by issuing and providing a copy of the certificate of dissolution to the person shown in the application as having custody of the “dissolved company records”, as well as to the “person submitting the application” on behalf of the company. The registrar will also publish notice of the dissolution on the Queen’s Printer Web site www.qplegaleze.ca

FEES

The fee to file an Application for Dissolution using Corporate Online is \$21.59. You will need a valid credit card and you will be asked to enter the credit card information at the end of the transaction.

The fee for Dye & Durham to file on your behalf is \$51.25 (government filing fee, online service charge, Dye & Durham service fee and applicable taxes).

ADDITIONAL INFORMATION

For questions about connecting to Corporate Online to file electronically over the Internet, contact the BC OnLine help desk at 250 953-8200 or 1 800 663-6102. Internet terminals are located at most government agent offices, libraries and at Internet cafes. BC OnLine services are available from 6:00 a.m. to 10:00 p.m. Monday through Saturday, including statutory holidays.

For information regarding completion of your documentation, contact the Corporate Registry at **250 356-8626**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1047**. Corporate Registry staff **cannot** provide legal or business advice.

BUSINESS CORPORATIONS ACT (SBC 2002) Chapter 57

- Part 10 – Liquidation, Dissolution and Restoration
 - Division 2 – Voluntary Dissolution Without Liquidation
 - Section 314 – Authorization for voluntary dissolution
 - Section 316 – Application for voluntary dissolution
 - Division 8 – Effect of Dissolution
 - Section 344 (2) – Effect of dissolution
-

Authorization for voluntary dissolution

- 314** (1) A company may apply to be dissolved under this Division if
- (a) it is authorized to do so by an ordinary resolution,
 - (b) it has no assets, and
 - (c) it
 - (i) has no liabilities, as a result of section 315 (6) or otherwise, or
 - (ii) has made adequate provision for the payment of each of its liabilities.
- (2) Despite subsection (1) (a) of this section, a company referred to in subsection (1) (b) and (c) that has not issued any shares may apply to be dissolved under this Division if it is authorized to do so by a directors' resolution

Application for voluntary dissolution

- 316** (1) In order to apply for dissolution under this Division, a company must
- (a) obtain and deposit in its records office an affidavit that is sworn by a director of the company and that complies with subsection (2), and
 - (b) file with the registrar an application for dissolution in the form established by the registrar containing a statement that the affidavit required under paragraph (a) of this subsection has been obtained and deposited in the company's records office.
- (2) An affidavit referred to in subsection (1) (a) must state
- (a) that the company's dissolution has been duly authorized in accordance with section 314 (1) (a) or (2), as the case may be,
 - (b) that the company has no assets, and
 - (c) that the company
 - (i) has no liabilities, as a result of section 315 (6) or otherwise, or
 - (ii) has made adequate provision for the payment of each of its liabilities.

Effect of dissolution

- 344** (2) If, when a company is dissolved, the company has an asset that has not yet been distributed, the asset vests in the government unless
- (a) the asset is one in which the company is a joint tenant, in which case the asset vests in the other joint tenant on dissolution, or
 - (b) the asset is land located in British Columbia, in which case the asset is, subject to paragraph (a) of this subsection, deemed to escheat to the government under section 4 of the *Escheat Act*.

SAMPLE

Sample of an affidavit sworn by a director typed on plain white paper

**IN THE MATTER OF
[insert full company name]
AND THE BRITISH COLUMBIA BUSINESS
CORPORATIONS ACT, SECTION 316**

AFFIDAVIT

I, **[insert name of director]** of **[insert full residential address]** in the Province of British Columbia, make oath and say as follows:

1. I, **[insert name of director]**, declare that I am a director of **[insert full company name]** (the “company”) and have personal knowledge of the matters hereinafter set forth.
 - (a) the company’s dissolution has been duly authorized in accordance with section 314 (1) (a) or (2) as the case may be,
 - (b) that the company has no assets, and
 - (c) that the company
 - (i) **[insert the application statement describing the company’s liabilities: “has no liabilities, as a result of section 315 (6) or otherwise.”**

- OR -

“has made adequate provision for the payment of each of its liabilities.”

Note: if a statement is made other than those mentioned above, it is recommended you seek legal advice before proceeding.]

SWORN BEFORE ME at the City
of **[city]**, in the Province of
British Columbia, on **[insert date]**.

[signature of Commissioner]

A Commissioner for taking Affidavits for
British Columbia

[signature of director]

[name of director]
Director

F FULL NAME OF PERSON WHO WILL HAVE CUSTODY OF THE "DISSOLVED COMPANY'S RECORDS" (See Instructions)

LAST NAME

FIRST NAME

MIDDLE NAME

CORPORATION OR FIRM NAME

G ADDRESSES OF LOCATION OF "DISSOLVED COMPANY'S RECORDS"

DELIVERY ADDRESS OF LOCATION OF "DISSOLVED COMPANY'S RECORDS"

PROVINCE

POSTAL CODE

BC

MAILING ADDRESS OF LOCATION OF "DISSOLVED COMPANY'S RECORDS"

PROVINCE

POSTAL CODE

BC**H CERTIFIED CORRECT – I have read this form and found it to be correct.****I also confirm that the affidavit required by section 316(1)(a) of the *Business Corporations Act* has been obtained and deposited in the company's records office.**

NAME OF AUTHORIZED SIGNING AUTHORITY FOR THE COMPANY

SIGNATURE OF AUTHORIZED SIGNING AUTHORITY FOR THE COMPANY

DATE SIGNED

YYYYMMDD

X