

# FILING A NAME NOTATION

## UNDER THE CORPORATIONS ACT OF MANITOBA



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A name notation is typically used by non-profit groups, which are not incorporated. A name notation is not mandatory. It just notes the name of the group or organization on the Companies Office records for three years. To note a name, these steps must be followed:

### **STEP 1: RESERVING THE NAME**

Complete one copy of the **REQUEST FOR NAME RESERVATION**. Please type or print clearly in ink. Please read the notes on the reverse side of that form. Clearly indicate that you are requesting a name notation.

Send one copy of the **REQUEST FOR NAME RESERVATION** with \$40.00 to the Companies Office, 1010-405 Broadway, Winnipeg (Manitoba) R3C 3L6. Please do not send cash by mail. Cheques should be made payable to the Minister of Finance of Manitoba.

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.

If the name appears to be available, The Companies Office will reserve the name for 90 days. If the name is reserved Step 2 should be done within 90 days of the reservation. If the name is not reserved, a new name must be chosen, and Step 1 done over again.

### **STEP 2: NOTING THE NAME**

If the name was reserved, complete and sign two copies of the [REQUEST FOR NAME NOTATION](#). Please type or print clearly in ink.

Send **both** copies of the form with \$45.00 to the Companies Office, 1010-405 Broadway, Winnipeg (Manitoba) R3C 3L6. Please do not send cash by mail. Cheques should be made payable to the Minister of Finance of Manitoba.

**If you want to file both the RESERVATION AND REQUEST FOR NAME NOTATION forms at the same time, please ensure there are two separate cheques (or money orders), payable to the Minister of Finance. If not, the office cannot process your forms.**

### **Special Notes**

--A non-profit group or organization should also review the steps involved in incorporating as a non-share corporation. Our office can provide the forms and instruction sheet.

--A name notation cannot have Ltd., Inc., or Corp. as part of its name

### **Any Questions?**

Please call 945-2500 between 8:00 and 4:30, Monday to Friday