

INSTRUCTIONS



A Business Renewal must be filed every three years. If you fail to file the renewal before the expiry date, the business name expires. Please contact this office if you want to renew your business and it has already expired.

FEE AND EXPIRY DATE – Please pay by cash, money order or cheque before the expiry date. **DO NOT SEND CASH BY MAIL.** Post-dated cheques cannot be accepted.

1 – BUSINESS NAME AND MAILING ADDRESS – The Business name must remain the same. If you decide to change the Business Name, you must file a new name reservation and a Change of Business Name (Form 7). If the mailing address is different, please indicate the new address.

2 – THE PLACE OF BUSINESS IS – If the business address indicated is different, please note the correct address. The address should be in Manitoba.

3 – ORIGINAL DATE OF REGISTRATION – Cannot be changed.

4 – THE MAIN TYPE OF BUSINESS – If the main type of business is not correct or has changed, please make any necessary changes.

5 – REGISTRANT(S) – Must remain the same. No changes in membership can be made on this form. If this is a Limited Partnership only the General Partner(s) name and address will appear. If there has been a change, please contact this office for more information.

ADDITIONAL REGISTRANTS – If there are more than seven partners, then not all their names will have been pre-printed on this form. In that case, attach a schedule with the names and address of the remaining registrants. It is **not** necessary to attach a list with the names and addresses of the Limited Partners. As noted in #6, no changes in membership may be made on this form.

6 – SIGNATURE – Must be signed in ink. Only one signature is required. If the registrant is a corporation, we require the signature of a signing officer and an indication of their office held.

ANY QUESTIONS? Call (204) 945-2500
HOURS: 8:00 – 4:30, Monday to Friday