

# FILING THE ANNUAL RETURN OF INFORMATION

## Under The Corporations Act of Manitoba



Corporations must file an Annual Return of Information every year. It must state information as of the last day of the **anniversary month** of incorporation or amalgamation (for example, a corporation incorporated January 5<sup>th</sup>, 2005, files a return as of January 31<sup>st</sup> every year). **Failure to file Returns for two consecutive years results in:** dissolution of Manitoba Corporations or the cancellation of registration of extra-provincial and federal corporations. If the corporation has stopped doing business in Manitoba, call or write this office for information on the three ways to dissolve/cancel.

### SECTION A (all corporations must complete this section)

Section A states information previously filed with the Companies Office of Manitoba. If any information has changed, contact this office for information on what forms and fees must be filed.

### SECTION B (all corporations must complete this section)

#### 1. Main Type of Business

- The type of business must be noted. If this information is inaccurate, please provide a better description.

#### 2. Registered Office Address

- If changing the registered office address, ensure that an effective date for the change is provided (day/month/year).
- The registered office address of a Manitoba corporation must remain in Manitoba.
- Manitoba corporations must have their registered office address identical to their mailing address. Do not change one address without changing the other.

#### 3. Directors

- Full names and residence addresses (including postal codes) must be noted.
- If changing the directors (new director(s) appointed, or director(s) ceased), ensure that an effective date for the change is provided (day/month/year).
- Share corporations must have at least one director. Non-share (non-profit) corporations must have at least three directors.
- Attach a list if the names of all directors cannot fit on the annual return.

#### 4. Officers

- Do not leave this section blank.
- Full names, residence addresses (including postal codes) and office held must be noted. Attach a list if the names of all officers cannot fit on the annual return.
- If no officers have been appointed, insert “none appointed”.

### SECTION C (only share corporations complete this section)

#### 1. Does the corporation distribute shares or securities to the public?

- Place an X indicating whether the corporation distributes shares to the public.

#### 2. Shareholders

- Do not leave this section blank.
- If shares have been issued, please insert the shareholders name together with the number and class of shares held. Do not provide a % for the number of shares held (ie. 50%). Attach a list if the names of all shareholders cannot fit on the annual return.
- If no shareholder holds 10% or more of issued voting shares, insert “no shareholders qualify”.
- If no shares have been issued, insert “none issued”.

### SECTION D (all corporations must complete this section)

A Manitoba corporation with officers or directors living in the province does not require an attorney for service. Write N/A. Otherwise, an attorney for service is needed for:

- any Manitoba corporation without a resident director or officer
- any federal corporation which does not have both a resident director (officer) and a registered office in Manitoba.
- all other non-Manitoba corporations

An Attorney for Service must be appointed and Form #8 filed with this office. Please contact this office for more information.

### SECTION E (all corporations must complete this section)

- Must be signed, in ink, by an officer, director or agent of the corporation (an agent is given authority by the corporation).
- The office held by the signer must be shown. Note: an agent must use the word AGENT to describe his/her office.

### **Where to Send the Forms and Fees**

- Ensure the fee is submitted **together** with the Annual Return (filing fee is noted on the Annual Return)
- **Do not fax** the Annual Return as an original signature is required.
- Keep a copy of the Annual Return for your records

### **COMPANIES OFFICE**

Woodsworth Building  
1010-405 Broadway  
Winnipeg, MB R3C 3L6

**Telephone:** (204) 945-2955

**Toll Free in Manitoba;** 1-888-246-8353

**E-Mail:** [companies@gov.mb.ca](mailto:companies@gov.mb.ca)

**Website:** <http://www.companiesoffice.gov.mb.ca>

**Hours:** 8:00 to 4:30 Monday to Friday

### **NOTICE UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Information about this corporation is collected pursuant to *The Corporations Act*. It is made available for public searching pursuant to that Act. Information will be shared with other government departments and the Minister of National Revenue pursuant to The Electronic Commerce and Information Act for the purposes of obtaining a Business Number (BN) for this company and administering a common business numbering and information system. If you have any questions about its collection, contact: The Director, Companies Office, 1010-405 Broadway, Winnipeg, MB, R3C 3L6 or phone (204) 945-2500.