

# FILING AN APPLICATION FOR REGISTRATION

## Under The Corporations Act of Manitoba



If an extra-provincial or federal corporation wants to operate in Manitoba it must file an APPLICATION FOR REGISTRATION by following these steps:

### STEP 1 : RESERVING THE NAME

**Form Required**  
Request for Name Reservation

**Filing Fee**  
\$40.00

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 your name is **reserved**, you will have 90 days to file the Application for Registration forms by following Step 2 below. If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

### STEP 2: FILING THE APPLICATION

**Forms Required (in duplicate)**  
[Form #5 – Application for Registration](#)  
[Form #19 – Request for Service](#)  
[Form #8 – Power of Attorney](#)  
[Annual Return](#) (if required)

		<b><u>Filing Fees</u></b>	
	<b>share</b>	<b>or</b>	<b>non-profit</b>
	\$300.00		\$100.00
		no fee	
		no fee	
	\$40.00	<b>or</b>	\$20.00

A Power of Attorney is **not required** for federal corporations that have both a registered office and resident director or officer in Manitoba.

If the corporation was doing business in Manitoba prior to its anniversary month of incorporation (or amalgamation) annual returns may be needed. Annual Returns must be signed by a director, officer or agent of the corporation.

If the corporation is **over 90 days old** you must get a Certificate of Status (sometimes called a Certificate of Good Standing or Compliance), from its home jurisdiction.

### DO YOU HAVE A BUSINESS NUMBER (BN)?

**FEDERAL AND EXTRA- PROVINCIAL CORPORATIONS** seeking registration in Manitoba need to provide their Business Number (BN). The BN is assigned by Canada Revenue Agency (CRA). If a corporation doesn't already have a BN, it will need to get one directly from CRA. Corporations incorporated in Canada can register for a BN on-line at <http://www.businessregistration.gc.ca>. You can also obtain a BN and/or information from Canada Revenue Agency (CRA), by calling 1-800-959-5525.

**FOREIGN CORPORATIONS** that require a CRA account may obtain a BN from CRA. A list of designated CRA offices can be found at: <http://www.cra-arc.gc.ca/contact/international-e.html>. If a foreign corporation does not need a CRA account, Companies Office will obtain a BN for it.

### 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.

## SPECIAL NOTES

- All forms must be typed or printed clearly and signed in ink. The Application for Registration must be signed by a director, officer, or solicitor for the corporation. Only directors or officers may sign the Power of Attorney form.
- The attorney for service must be an individual(s) residing in Manitoba. The attorney for service does not have to be a lawyer.
- In some cases other forms will have to be filed with those noted above. For instance, copies of the incorporating documents must be attached if the corporation is non-share (non-profit), non Canadian or non U.S., trust and loan, or a cooperative.
- If the corporation is the result of an amalgamation, the amalgamated corporation should be named in paragraph 10 of the Application. If any of the amalgamated corporations are on the active records of the Manitoba Companies Office, an Application for Supplementary Certificate of Registration should be filed instead. Contact the office for proper forms.
- If a numbered corporation wishes to register in Manitoba, a Request for Name Reservation is **not** required. E.g. 123456 Canada Ltd.
- You should see a lawyer if you have any legal questions about filing the application.

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## PAYMENT OPTIONS

If you are filing the Name Reservation (paper applications only) and Application for Registration forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, your signature on this form authorizes us to process two separate transactions.

If paying by **credit card**, please return this bottom portion with your forms.

Name Reservation	\$40.00 <input type="checkbox"/>	Application for Registration	Annual Return
		share	share
		non-profit	non-profit
<b>Visa</b> <input type="checkbox"/>	<b>MasterCard</b> <input type="checkbox"/>	\$300.00 <input type="checkbox"/>	\$40.00 <input type="checkbox"/>
		\$100.00 <input type="checkbox"/>	\$20.00 <input type="checkbox"/>

Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

### Where to Send the Forms and Fees

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

### Any Questions?

**Telephone:** (204) 945-5999 **Fax:** (204) 945-1459  
**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