



PLEASE NOTE:

- The registration of a business name under the Partnership Act: - does not provide any protection for that name, and - does not mean that the name will be available if you decide to incorporate a company using this name. Please complete ONLY the sections applicable to the change you need to make. Read the instructions under each section carefully and remember to sign the form and include the appropriate fees if applicable.

GENERAL INSTRUCTIONS

A. Name and Return Mailing Address:

All correspondence and documents will be mailed to this address.

B. Contact Information: Provide either an email address, phone number or fax number you may be contacted at.

C. Registered Business Name and the Corporate Registry Registration Number: Enter the current business name. You can confirm the name and number at the Corporate Registry by contacting the Name Reservation/Partnership Unit at 250 356-2893 or from Greater Vancouver only at 604 775-1044.

D. Notification of the Dissolution of Proprietorship: Date of Dissolution: May be a past, present, or future date. If you are dissolving the proprietorship, please complete sections A, B, C and D only and sign your name in Section H.

E. Change in Nature of Business: Provide a brief description of the new nature of business (e.g., corner grocery store, automotive repair service, landscaping, etc.).

F. Change of Business Name: Enter the new business name. Please have your name reservation approved before submitting this declaration. Name Approval Request forms are available from the nearest Service BC Centre or by contacting this office.

G. Change of Address(es): Complete the applicable box(es).

- a) Business address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate you (e.g., the 2nd house on the left side, 4 miles west on Central County Road, Creston, BC). b) Complete only if the mailing address has changed. If the address has changed and is the same address as the business address change in section G a), check the box. If different, enter new address. If the mailing address is changed, a post office box or rural route number is acceptable. c) If the proprietor is an individual, the individual must use a residential address.

H. Signature: Required for sections D, E, F or G. Dissolution and Changes: The proprietor signs. If a corporation, the signature of a current officer or director with signing authority for the corporation is required. State corporate or individual name in full.

If you need assistance to complete this form, please phone 250 356-2893 or 604 775-1044 (Greater Vancouver only).

Mail this form to:

BC Registry Services PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

FEE SCHEDULE

Table with 2 columns: Fee Item and Amount. Items include Dissolutions (No charge), Change of Nature of Business (No charge), Change of Address(es) (No charge), Name Approval Fee (\$30.00), Change of Business Name (\$40.00), Certified copies of Dissolution or Change to Address/Nature of Business (\$25.00), and Make cheque payable to the Minister of Finance.

Freedom of Information and Protection of Privacy Act (FOIPPA):

Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Partnership Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.



Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor – 940 Blanshard Street Victoria BC

DISSOLUTION OR CHANGE OF PROPRIETORSHIP REGISTRATION

Phone: 250 356-2893 or 604 775-1044 (Greater Vancouver only) www.bcregistryservices.gov.bc.ca

NAME APPROVAL NO. – If applicable

NR

A. Name and Return Mailing Address for this Document

NAME ADDRESS CITY/ PROVINCE/ POSTAL CODE

Note: The registration of a business name under the Partnership Act does not provide any protection for that name.

Instructions:

- Sections A, B, C and H must be completed. Sections D to G: Complete only the sections where a change is required. Please TYPE or PRINT CLEARLY.

CORPORATE REGISTRY REGISTRATION NUMBER NATIONAL BUSINESS NUMBER

B. Contact Information – Email address, phone number or fax number

C. Registered Business Name – Enter current name, not new name of business

Corporate Registry Registration Number

D. Date of Dissolution of Proprietorship

Complete only if you want to dissolve the business

YYYY MM DD

E. Change in Nature of Business

F. Change of Business Name – Enter new business name (a name reservation is required prior to submitting the change)

G. Change of Address(es) Only

a) BUSINESS ADDRESS IN BRITISH COLUMBIA – Must be the physical location of the business, not just a general delivery, post office box, rural route, site, or comp. number

b) MAILING ADDRESS

NEW MAILING ADDRESS

same as a) above or

c) PROPRIETOR ADDRESS – Must be a residential address if the proprietor is an individual

H. Name and Signature of proprietor for changes made to Sections D, E, F, or G

PROPRIETOR NAME – State corporate or individual name in full (last name, first name & middle initial)

SIGNATURE

X