



Annual Report

OFFICE USE ONLY

1. Name of Society:

\_\_\_\_\_

Address of Society:

\_\_\_\_\_

\_\_\_\_\_

2.

Incorporation Number:

\_\_\_\_\_

ONLINE FILING AVAILABLE at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

See the last page for details

3. Give us the date your \_\_\_\_\_ Annual General Meeting was held (YYYY/MM/DD): \_\_\_\_\_



[Insert year of Annual General Meeting]

(If no Annual General Meeting was held, please write "NO MEETING HELD" in the date field above.)

4. The society's registered address in B.C. is – Must be a physical location. No PO Boxes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a change to your registered address from the previous year?  Yes  No (if yes, submit an additional \$15.00 for the Change of Address)

NOTE

One director must be a B.C. resident

5. The society's directors are listed below.

Addresses must be physical locations. No PO Boxes.

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last name: \_\_\_\_\_

First name (include initials): \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Please provide an email address that we may use for future communications:**

\_\_\_\_\_

**7. Sign and certify this form**

I certify that this information is accurate and complete.

Signature: \_\_\_\_\_

**NOTE**

This must be signed  
by a current director,  
officer or solicitor.

**8. Return form and fee**

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

**NOTE**

Annual Report filing  
fee is \$25.00

If you updated your  
registered address,  
add \$15.00 for a total  
fee of \$40.00

**Questions?** Call 250 356-8609

Please make your cheque payable to **Minister of Finance** and write your Incorporation Number on the cheque.

## FILE ONLINE AT [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

If you wish to file your Annual Report online, please contact BC Registry Services at 250 356-8609 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process. The fee to submit online is \$25. If you are also changing your registered office address in British Columbia, there is an additional fee of \$15.

If you need assistance to submit the Annual Report filing, either electronically or on paper, you can use the services of BC Registry Services' Preferred Service Provider Dye & Durham who will submit the filing on your behalf for an additional service fee. Complete and sign the form and mail it with a cheque payable to Dye & Durham for \$42.75 (or \$66.43 if you are also changing your registered office address). Your cancelled cheque will be your receipt. For more information, call toll free 1 800 665-6211 or visit [www.dyedurhambc.com](http://www.dyedurhambc.com).

### IMPORTANT INFORMATION ABOUT THE *SOCIETY ACT*

- A society does not file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- BC Registry Services staff do not examine changes to bylaws; instead, the registry is the repository of the bylaws for public access. A society that changes its bylaws must ensure their changes comply with section 6 of the *Society Act*, before filing them with the Registrar's office. If the society requires assistance with their bylaws, they may wish to seek legal advice.

### INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

- A Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. **Information you enter in this report must be current as at the close of the annual general meeting.**
- B Please read the section below titled **Important Information About the Annual Report** and then update this form if required by:
- entering the date of the Annual General Meeting in Item 3;
  - entering the Address of the society in Item 4;
  - listing the names and residential addresses of all of the directors of the society in Item 5 (attach an additional sheet if more space is required for directors);
  - providing your email address in Item 6; and
  - **signing this form in Item 7.**
- C If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
- D Society forms are available from this office or your local Service BC Centre.
- E Please take a photocopy of this document if you require a copy for your records.
- F Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- G Please return the original Annual Report with any additional forms and fees to (Item 8):  
BC Registry Services  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

### IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

**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 *Society 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.

#### 1. Name of Society

This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.

#### 2. Incorporation Number

This number is assigned at the time of incorporation and is located at the top right-hand corner of the Certificate of Incorporation.

#### 3. Annual General Meeting

Show the date the annual general meeting was held. Section 56 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.

#### 4. Address of Society

A society must have an address in the Province to receive notices and communications, to be served documents and a location where the financial statements are kept. This 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 BC Registry Services 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, please provide a description that will readily allow a person to locate the office.

If the address of the society has changed, you must include an additional filing fee of \$15. The change is NOT effective until the day after the form is filed by the Registrar of Companies.

#### 5. Directors' Names and Residential Addresses

These are the full names and residential addresses of all directors. The full name of a director must include a last name, a first name and initial(s) if any.

The *Society Act* defines a **director** to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.

The residential address of a director 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 BC Registry Services 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, please provide a description that will readily allow a person to locate the office.

Attach an additional sheet if more space is required for directors.

#### 6. Email Address

Provide an email address that we may use for future communications.

#### 7. Signature

This report must be originally signed by a current director, officer or society solicitor.