

Companies Online  
New Deposit Account Application



Please establish a Deposit Accounts with the Companies Office for the following Organization:

1. Organization Name and Address	
2. Type of Organization (select one)	
Law Firm	Financial Institution
Real Estate	Other (please explain)
3. Account Administrator (Please provide the name of the individual who will administer staff access to the account)	
Name: _____	
Phone Number: _____	
Email Address: _____	
<b>The undersigned applies for a Deposit Account and agrees to the TERMS AND CONDITIONS set out on the reverse.</b>	
Name of authorized signatory (print) _____	
Title (print) _____	
Authorized signature _____	Date _____
<b>FOR OFFICE USE ONLY</b>	
<b>Level:</b>	<b>Deposit Account Number:</b>
	<b>ZZ</b>

**Return completed application to:**  
Companies Office, 1010-405 Broadway, Winnipeg, MB R3C 3L6  
Attention: Deposit Accounts

**NOTE:** Once the Deposit Account has been established, the administrator will receive an email containing the verification code needed when logging into the Companies Online system for the first time.

**COMPANIES OFFICE DEPOSIT ACCOUNT APPLICATION  
TERMS AND CONDITIONS**

1. Companies Office is hereby authorized to debit the applicant's account for all fees and charges, for all services requested where the applicant's name and account number are both given in the document requesting the service, unless the account number and the applicant name have been fraudulently used.
2. The account administrator is responsible for the maintenance of the deposit account:
  - Adding new users
  - Updating user information
  - Deactivating users
  - Assigning users to be an account administrator (more than one administrator is recommended)
3. All monies (cash, cheque or credit card) submitted to the Companies Office shall be deposited to the account.
4. All users are responsible to maintain sufficient funds in the account at all times to meet the fees and charges posted to the account. No services will be provided and no fees and charges will be permitted to be posted or charged to the account where there are insufficient funds in the account to fully satisfy the fees and charges associated with such services.
5. The account is subject to cancellation at the discretion of the Chief Executive Officer of Entrepreneurship Manitoba.
6. Companies Office will provide a monthly statement of the account free of charge. The applicant shall reconcile the account within 30 days from the date of the statement. Any inquiry may be charged a processing fee determined by the Chief Executive Officer.
7. No refund cheque will be issued to the applicant unless a written request for a refund has been submitted to the Companies Office.
8. Companies Office will not pay interest on the Deposit Account.
9. Companies Office will credit the account with fees and charges where:
  - a. An overpayment has been made; or
  - b. Documents are rejected