



**4. OFFICERS**

FULL NAME

RESIDENCE ADDRESS

OFFICE HELD

**C ONLY SHARE CORPORATIONS COMPLETE SECTION C**

1. SHARES ARE DISTRIBUTED TO THE PUBLIC

SHARES ARE NOT DISTRIBUTED TO THE PUBLIC

2. THE FOLLOWING HOLD 10% OR MORE OF ISSUED VOTING SHARES

NO. & CLASS OF  
SHARES

FULL NAME

NO. & CLASS OF  
SHARES

FULL NAME

**D ATTORNEY FOR SERVICE**  
FULL NAME AND ADDRESS OF INDIVIDUAL APPOINTED IN MANITOBA

**E** THE ABOVE INFORMATION IS CORRECT

DATE

SIGNATURE

OFFICE HELD

CONTACT PERSON &  
PHONE NO (8:00 TO 4:30)

MG-14269  
(REV.01/02)

**THIS FORM WILL BE REJECTED IF ALL APPLICABLE QUESTIONS ARE NOT ANSWERED**

**RETURN TO:**  
Companies Office  
1010-405 Broadway  
Winnipeg, MB R3C 3L6

# Filing The Annual Return of Information Under The Corporations Act of Manitoba



**WARNING: FAILURE TO FILE RETURNS FOR TWO CONSECUTIVE YEARS RESULTS IN:  
DISSOLUTION OF MANITOBA CORPORATIONS OR CANCELLATION OF REGISTRATION OF EXTRA-PROVINCIAL AND  
FEDERAL CORPORATIONS.**

## **INSTRUCTIONS**

An Annual Return of Information must be filed 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>, 1987, files a return as of January 31<sup>st</sup> every year.) 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** (basic corporate information)

Section A states information on file in Manitoba. If anything has changed, contact this office for information on what forms and fees must be filed.

### **SECTION B** (main type, registered office, directors, officers)

#### 1. MAIN TYPE OF BUSINESS

— The main type of business must be noted. The Standard Industrial Code (SIC) can be noted, if it is known.

#### 2. REGISTERED OFFICE

- Must be answered completely, including postal code.
- If the registered office changed, the new registered office and the date of change **MUST** be noted.
- Manitoba corporations must keep their Registered Office in Manitoba.
- Manitoba corporations must have the Registered Office address identical to the mailing address.

#### 3. DIRECTORS

- Full names and residence addresses (including postal codes) must be noted.
- If any directors have been appointed or ceased, the details of the change must be noted. (example: John Smith, 41 Sykes Blvd, Winnipeg, MB R0A 0A0, appointed Jan 01/1991)
- Nonshare (nonprofit) corporations must have at least three directors. Share corporations must have at least one director.
- Attach a list if all the names can't fit on the return.

#### 4. OFFICERS

- Full names and residence addresses (including postal codes) must be noted.
- If no officers have been appointed, write "none appointed".

### **SECTION C** (share information)

(only share corporations complete this section)

1. Asks: does this corporation offer shares or securities to the public? To answer, check off the applicable box.
  2. List the full name of the shareholders who hold 10% or more of issued voting shares, and the number and class of shares they hold. Please indicate if none issued or if no shareholders qualify.
- Attach a list if all the names can't fit on the return.

### **SECTION D** (attorney for service)

A Manitoba corporation with officers or directors living in the province does not have to appoint 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** (signature)

Must be signed, in ink, by an officer or director (or agent 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.

**ANY QUESTIONS??** CALL (204) 945-2955, Toll Free in Manitoba: 1-888-246-8353  
HOURS: 8:00 – 4:30, MONDAY TO FRIDAY

### **RETURN FEE AND FORM TO:**

1010-405 BROADWAY, WINNIPEG, MANITOBA R3C 3L6

## **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.