

WARNING: An Annual Return of Information must be filed every year. Failure to file an Annual Return for two consecutive years' will result in the Dissolution of a Manitoba corporation or the Cancellation of Registration of an Extra-Provincial and Federal corporation.

If the corporation has stopped doing business in Manitoba, call or write to this office for information on the three ways to dissolve/cancel.

NEW! You may file your Annual Return on-line at <https://companiesonline.gov.mb.ca/Account/Login>

(You will need the Bar Code number located in the upper left hand corner of the Annual Return)

If you prefer to file a paper Annual Return, please note the following instructions:

The Annual Return must provide information as of the last day of the anniversary month of incorporation or amalgamation (for example, a corporation incorporated January 5th, 1987, files a return as of January 31st every year.)

MAILING ADDRESS

— The mailing address is the address where the Annual Returns will be sent (unless you choose to receive them by e-mail). Regardless, a mailing address is required and can be updated in the space provided, if necessary.

ANNUAL RETURN NOTICE BY E-MAIL

— If you prefer to receive future Annual Return notifications by e-mail, please provide an e-mail address. Only one e-mail address can be provided.

— E-mail address can be update or changed in the space provided, if necessary.

MAIN TYPE OF BUSINESS

— The main type of business is not correct or has changed, please make any necessary changes.

REGISTERED OFFICE

— Must be answered completely, including postal code.

— If the registered office changed:

On or prior to the last day of the anniversary month of incorporation	After the anniversary month of incorporation
Update the Annual Return providing the new registered office address together with the effective date of the new address.	Do not update the registered office address on the Annual Return. Complete a Notice of Change of Registered Office Address form (no filing fee) and file it together with the Annual Return.

— Manitoba corporations must have their Registered Office in Manitoba. A box number in Winnipeg or Brandon is generally not acceptable.

— Canadian corporations must have their Registered Office Address in the jurisdiction of incorporation.

DIRECTORS

— Full names and residence addresses (including postal codes) must be provided.

— If the directors changed (resignations/appointments):

On or prior to the last day of the anniversary month of incorporation	After the anniversary month of incorporation
Update the Annual Return providing either: <ul style="list-style-type: none"> • The date of resignation, if any directors resigned • The name, address and date of appointment of any new directors 	Do not update the Annual Return. Complete a Notice of Change of Directors form (no filing fee) and file it together with the Annual Return.

— Non-share (non-profit) corporations must have at least three directors. Share corporations must have at least one director.

OFFICERS

— Full names and residence addresses (including postal codes) must be provided. Make changes if necessary, ensuring that the position held is noted (i.e. president, secretary, etc.).

— If no officers have been appointed, select the check box “No officers appointed at this time”.

SHAREHOLDERS (MANITOBA SHARE CORPORATIONS ONLY)

— Ensure the appropriate checkbox is selected indicating whether the corporation offers shares or securities to the public. Change if required.

— Provide the full name of shareholders holding 10% or more of issued voting shares together with the **number** and **class of shares** they hold. Make changes, if necessary.

— If no shares have been issued, select the check box “No shareholders at this time, or none holding 10% or more of the issued voting shares”.

— Do not provide a percentage of shares held (i.e. John Doe holds 50%)

— Fractions must be converted to a decimal (i.e. 10 ½ must be converted to 10.5)

ATTORNEY FOR SERVICE

A Manitoba corporation with directors or officers living in the province does not have to appoint an attorney for service. Write N/A. Otherwise, an attorney for service is needed for:

— Manitoba corporations without a resident director or officer

— Federal corporations which do not have a resident director (officer) and registered office address in Manitoba

— all other non-Manitoba corporations

The Power of Attorney must reside in Manitoba. If a new Attorney for Service has been appointed, a Power of Attorney form must be filed with the required fee.

SIGNING AUTHORITY

— Provide the full name and office held of the person completing and signing the form. The form must be signed by a Director, Officer or Agent of the corporation.

— Provide a telephone number (during the day). Please sign and date the form in ink.

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.

Where to Send the Paper Forms and Fees

COMPANIES OFFICE
1010-405 Broadway
Winnipeg, MB R3C 3L6

Questions?

Telephone: (204) 945-2955
Fax: (204) 945-1459
Toll Free in Manitoba: 1-888-246-8353

E-Mail: companies@gov.mb.ca
Website: <http://www.companiesoffice.gov.mb.ca>
Hours: 8:30 to 4:00 Monday to Friday