FILING AN APPLICATION FOR REGISTRATION

Under The Corporations Act of Manitoba

If an extra-provincial or federal corporation wants to operate in Manitoba it must file an APPLICATION FOR REGISTRATION by following these steps:

STEP 1 : RESERVING THE NAME

Note: A Request for Name Reservation is **not** required for "numbered" corporate names (e.g. 123456 Canada Ltd.).

Form Required	Filing Fee
Request for Name Reservation	$45.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html

If your name is **reserved**, you will have 90 days to file the Application for Registration forms by following Step 2 below. If your name is **rejected**, please contact the Office to discuss options available.

STEP 2: FILING THE APPLICATION AND SUPPORTING DOCUMENTS

Forms Required (in duplicate)	**Filing Fees**		
Form #5 – Application for Registration	$350.00 (share)	**or**	$120.00 (non-profit)
Form #19 – Request for Service		no fee	
Form #8 – Power of Attorney		no fee	
Annual Return (if required)	$50.00 (share)	**or**	$25.00 (non-profit)
Supporting Documents:			
Certificate of Status from incorporating jurisdiction (if required)		no fee	
Copies of documents from incorporating jurisdiction (if required)		no fee	

- **All sections of the registration form must be completed. If they are not, the forms will not be accepted**
- **Forms must be typed or printed clearly and signed in ink.**
- **Forms must be filed in duplicate on 8 ½ x 11 white paper. We do not accept double-sided forms or faxed copies.**

Application for Registration:

1. **Name of Body Corporate** – Provide the correct name of the corporation. If the corporate name has an English and French version, ensure both are provided. The name should match the Certificate of Status (if one is being provided). Ensure any conditions on the approved Name Reservation have been met.
2. **Business Number** – Provide the BN9 assigned to the corporation:
   - Federal and extra-provincial corporations seeking registration in Manitoba need to provide their Business Number (BN). The BN is assigned by Canada Revenue Agency (CRA). If a corporation doesn't already have a BN, it will need to get one directly from CRA. Corporations incorporated in Canada can register for a BN on-line at http://www.businessregistration.gc.ca . You can also obtain a BN and/or information from Canada Revenue Agency (CRA), by calling 1-800-959-5525.
   - Foreign Corporations that require a CRA account may obtain a BN from CRA. A list of designated CRA offices can be found at: http://www.cra-arc.gc.ca/cntct/prv/tstc/twts-eng.html#ntrntnl . If a foreign corporation does not need a CRA account, Companies Office will obtain a BN for it.
3. **Current Jurisdiction** – Provide the current jurisdiction of incorporation, amalgamation or continuance
4. **Date of Incorporation or Amalgamation** –
   - Full date *(yyyy/mm/dd)* of incorporation or amalgamation must be shown
   - **Cannot** be the date of a continuance
   - If the date of incorporation or amalgamation is more than 90 days ago, a Certificate of Status from the current jurisdiction is required
5. **Registered office address in current jurisdiction** – Provide the registered office address. For Canadian corporations, the registered office address must be located in the jurisdiction of incorporation.
6. **Name and address in full of any resident director, officer or attorney for service in Manitoba** – The individual listed must reside in Manitoba. Ensure their office held is provided (i.e. Director, President or Attorney for Service)
7. **Date of start of business in Manitoba** – The following responses are acceptable
   - "Upon Registration" or "Not determined" is acceptable. However, "N/A" is not acceptable.
   - If a date is provided, a full date (yyyy/mm/dd) is required and it cannot be more than 30 days in the future.

If the corporation was carrying on business in Manitoba prior to its anniversary month of incorporation/amalgamation annual returns may be needed, though we will not request more than three backdated annual returns. Please contact the Companies Office for further information.

8. **Type of business in Manitoba** – A brief detailed description of the activities the corporation will be carrying on is required. Vague descriptions such as "sales" or "miscellaneous services" are not acceptable.
9. **Specify type of corporation** – Indicate if this is a share or non-share corporation. **Note:** Non-share corporations must provide copies of their incorporating documents and any amendments from their home jurisdiction.
10. **Names of amalgamating bodies corporate** – If this corporation is a result of an amalgamation, the names of the amalgamating corporations must be listed; otherwise "N/A", "Not Applicable" or "None" must be shown.
    Note: If any of the amalgamating corporations are actively registered in Manitoba, an Application for Supplementary Certificate of Registration should be filed instead.

Date and Signature – Forms must be signed and dated by a Director, Officer or Solicitor of the corporation. Ensure the Office Held by the individual signing the forms is provided.

Power of Attorney:

- A Power of Attorney is required for ALL Extra Provincial corporations. It is **not required** for federal corporations that have both a registered office and resident director or officer in Manitoba.
- The individual being appointed as the attorney for service must reside in Manitoba. The attorney for service does not have to be a lawyer.
- The Power of Attorney form must be signed by a Director or Officer of the corporation as well as the individual being appointed.

Annual Returns:
If the corporation was doing business in Manitoba prior to its anniversary month of incorporation (or amalgamation) Annual Returns may be needed. Annual Returns must be signed by a director, officer or agent of the corporation.

Certificate of Status:
If, at the time of registration, the corporation is **over 90 days old** you must get a Certificate of Status (sometimes called a Certificate of Good Standing or Compliance), from its home jurisdiction. This certificate cannot be more than 90 days old.

Copies of documents from incorporating jurisdiction:
In some cases other forms will have to be filed with those noted above. For instance, copies of the incorporating documents must be attached if the corporation is non-share (non-profit), non Canadian or non U.S., trust and loan, or a cooperative.

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.

PAYMENT OPTIONS
If you are filing the Name Reservation (paper applications only) and Application for Registration forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, please complete and return the payment options form with your signed documents.

Where to Send the Forms and Fees

Companies Office
Woodsworth Building
1010-405 Broadway
Winnipeg, MB R3C 3L6

Any Questions?

Telephone: (204) 945-5999 **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 4:30 Monday to Friday