

# FILING ARTICLES OF INCORPORATION Under The Corporations Act of Manitoba



To incorporate in the Province of Manitoba, ARTICLES OF INCORPORATION must be filed. These steps must be followed:

## STEP 1: RESERVING THE NAME

Before a company can be incorporated in Manitoba, a Request for Name Reservation must be filed to determine if the name is available for use. Please read the notes on the reverse side of that form.

### 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 Articles of Incorporation forms by following Step 2 below. If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

## STEP 2: INCORPORATION

### Forms Required (in duplicate)

### Filing Fees

[Form # 1 - Articles of Incorporation \(share\)](#)

\$350.00

[Form # 2 - Articles of Incorporation \(non-profit\)](#)

\$120.00

[Form #19 – Request for Service](#)

no fee

## 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.

## Special Notes

- Forms must be filed in duplicate on single-sided 8 ½ x 11 white paper. **Note:** we do not accept double sided forms.
- All forms must be typed or printed clearly and signed in ink.
- A numbered corporation is a company that has its file number as the main part of its name. The Companies Office will assign a number to the corporation. A name reservation is not required.
- You should see a lawyer if you have any legal questions about incorporating.

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## PAYMENT OPTIONS

If you are filing the Name Reservation (paper applications only) and Articles of Incorporation 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](mailto:companies@gov.mb.ca)

**Website:** <http://www.companiesoffice.gov.mb.ca>

**Hours:** 8:30 to 4:00 Monday to Friday