

FILING A NAME NOTATION

UNDER THE CORPORATIONS ACT OF MANITOBA



A name notation is typically used by non-profit groups, which are not incorporated. A name notation is not mandatory. It just notes the name of the group or organization on the Companies Office records for three years. To note a name, these steps must be followed:

STEP 1: RESERVING THE NAME

Form Required

Request for Name Reservation

Filing Fee

\$45.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at www.companiesoffice.gov.mb.ca/online.html and click on Companies Online link.

If your name is **reserved**, you will have 90 days to file the Name Notation 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: NOTING THE NAME

Forms Required (in duplicate)

[Form #5 – Name Notation](#)

Filing Fees

\$60.00

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

- The forms must be filed in duplicate on single-sided 8 ½ x 11 white paper (we do not accept double-sided forms). All forms must be typed or printed clearly and signed in ink.
- A non-profit group or organization should also review the steps involved in incorporating as a non-share corporation. Our office can provide the forms and instruction sheet.
- A name notation cannot have Ltd., Inc., or Corp. as part of its name

PAYMENT OPTIONS

- If you are filing the Name Reservation (paper applications only) and Name Notation forms together:
- If paying by **cheque** or **money order**, please make it payable to the **Minister of Finance**.
- If paying by **credit card**, your signature on this form authorizes us to process the transaction.

If paying by credit card, please return this bottom portion with your forms.

Name Reservation \$45.00 Name Notation \$60.00

Visa MasterCard

Card # _____ Expiry Date _____ Signature _____

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://companiesoffice/index.html>
Hours: 8:30 to 4:00 Monday to Friday