

Effective immediately, *the following changes will take place:*

## **DOCUMENTS ACCEPTED BY FAX/EMAIL**

The following forms can now be submitted by fax or e-mail:

1. Notice of Change of Directors
2. Notice of Change of Registered Office Address
3. Notice of Execution or Termination of Unanimous Shareholder Agreement
4. Notice of Appointment or Discharge of a Receiver/Receiver Manager
5. Notice of Shareholders
6. Change of Address (Business Names)

Fax: (204) 945-1459

E-mail: [companies@gov.mb.ca](mailto:companies@gov.mb.ca)

## **FORM CHANGES**

### **1. Articles of Amendment**

This form has been simplified. A fill-able pdf version is available online at:  
[http://www.companiesoffice.gov.mb.ca/forms/amendment\\_e.pdf](http://www.companiesoffice.gov.mb.ca/forms/amendment_e.pdf)

### **2. Notice of Shareholders**

This is an optional form that can be filed to update the shareholder information on corporations. We recommend filing this form with Articles of Amendment if the shareholder information is affected by a change in the authorized capital of a corporation. A fill-able pdf version of this form is available online at:  
[http://www.companiesoffice.gov.mb.ca/forms/notice\\_of\\_shareholders\\_e.pdf](http://www.companiesoffice.gov.mb.ca/forms/notice_of_shareholders_e.pdf)

### **3. Statutory Declaration**

A Statutory Declaration form has been created to assist clients filing Articles of Amalgamation. A fill-able pdf version is available online at:  
<http://www.companiesoffice.gov.mb.ca/forms/Statutory%20Declaration.pdf>

## **IMPORTANT INFORMATION REGARDING FILING REQUIREMENTS**

### **Articles of Amendment (Amending the Authorized Capital)/Notice of Shareholders**

When Articles of Amendment are filed making complex changes to the authorized capital of a corporation, it is helpful to restate the authorized capital after the change to ensure the information is updated correctly in the Companies Office System. For example:

The authorized capital of the corporation is:

Unlimited number of Class A, B, C, D, E, F G, AND H Common Shares

Unlimited number of Class A, B, C, D, E, F, G Preference Shares

As well, we recommend filing a Notice of Shareholders form summarizing the shareholders holding 10% or more of the issued voting shares (especially if the shareholder information is affected by a change in the authorized capital of a corporation). Without this summary, the number and class of shares held by shareholders may be inaccurate until the next Annual Return is filed.

### **Annual Returns and Notices**

Annual Returns and Notices of Change of Directors and Registered Office Address should not be filed in duplicate. If they are, the duplicate copy will not be returned unless a self addressed stamped envelope is enclosed.

Please note that Annual Returns/Renewals are now being mailed to law firms who have less than 25 Annual Returns or Renewals per month.

### **Effective Date of Filing**

If an effective date other than the filing date is required for a document, this request must be clearly printed or typed on the Request for Service form. Verbal or other forms of requests will not be honoured.