

To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

Supported Browsers: Chrome, Edge and Firefox. Cell phone access is not supported.

Main Menu

- Select File my Annual Return

The screenshot shows the 'Main Menu' for 'JANE DOE' in the 'Companies Online' system. The menu is organized into a grid of categories:

- Annual Return/Renewal:**
 - [File my Annual Return](#) (circled in red)
 - [File My Renewal](#)
 - [Create Paper Copies](#)
- Reserve a Name:**
 - [Submit a Name Reservation Request to see if a name is available for registration/incorporation](#)
- Incorporate/Register:**
 - [Incorporate a Business Corporation](#)
 - [Incorporate a Non-profit Corporation](#)
 - [Register a Sole Proprietorship with Individual Registrant](#)
 - [Register a Sole Proprietorship \(by another business or corporation\)](#)
 - [Register a Partnership](#)
- Other Filings:**
 - [Change Business Location](#)
 - [Change Directors/Officers](#)
 - [Change Mailing Address](#)
 - [Change Registered Office](#)
 - [Change Shareholders](#)
 - [Change The Name of My Manitoba Corporation](#)
- Information on Entities:**
 - [Search by Name/Number](#)
 - [Certificate of Status](#)
- General Information:**
 - [Entrepreneurship Manitoba](#)
 - [Notice under The Freedom of Information and Protection of Privacy Act](#)
 - [Help Manual](#)

Barcode Number

- Enter the Barcode Number located in the top left corner of the Annual Return or in the email notification that you received
- Click on Next Page

The screenshot shows the 'Barcode Number' entry screen in the 'Companies Online' system. It includes a header with 'Companies Online' and 'Main Menu | Log Off'. Below the header, there is a prompt: 'Enter the bar code number and click the Next button.' A text input field contains the number '300947935' and a small 'x' icon. Below the input field, there are two buttons: 'Next Page' (circled in red) and 'Refresh'.

Open Service Request

- Click on Continue

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Open Service Request

A Service Request has been Created. Please record your Service Request Number or print this page.

Service Request Number : Continue

Registry Number :

Entity Name :

Event Type :

Registrant Type :

Registrant Sub Type :

Service Request Status :

Note: You have 5 days to complete the Annual Return once you start filing it online. The information you enter in this Service Request is saved and will appear at the bottom of your Main Menu. You may re-open and complete the Annual Return at a later date. However, after 5 days the Service Request is cancelled and it will no longer appear on your Main Menu screen. If this occurs you will need to contact the Companies Office at (204) 945-2500 for a new barcode number and start from the beginning again.

General Information

- Review the information. Contact the Companies Office if any information is incorrect.
- Click on Next Page

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

General Information

Page 1 of 7

* Required field

Entity Name :

Incorporation Date :

Annual Return/Renewal Date :

Home Country :

Home Province/State :

Business Number :

Last Filing year :

Page 1 of 7 Next Page

Mailing Address

The Mailing Address is the address where the Annual Returns will be sent.

- Update the address, if necessary.
- Email Address - If you want to receive an e-mail notification when your Annual Return is due instead of receiving a paper copy in the mail, select the checkbox and enter your email address.
- Click on Next Page

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Mailing Information

[Previous Page](#) Page 2 of 7 [Next Page](#)

[Help](#)

* Required field

Mailing Address Name :

Attention :

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

I wish to receive e-mail notification when the annual return or renewal notice is due to be filed.

Email Address :

[Previous Page](#) Page 2 of 7 [Next Page](#)

Registered Office Address

- The registered office address of an Extra Provincial Canadian corporation must remain in the jurisdiction of incorporation.

- If changing the registered office, update the address and select the Effective Date for the new address (the date must be in the past)
- Updating any information will require that you select the Effective Date for the change (i.e. changing St. to Street)
- Click on Next Page

Companies Online

[Main Menu](#) | [Log Off](#)

12345678 CANADA LTD.

Service Request No : 300947935

Registered Office Information

A Registered Office is an address where the records of the corporation are maintained.

[Help](#)

* Required field

Copy Mailing Address

Address : *

4225 ALBERT STREET

City : *

REGINA

Country :

CANADA ▼

Province/State : *

SASKATCHEWAN ▼

Postal Code : *

S4S3R6

Effective date, if changing address :



Feb
▼
2018
▼

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Director / Officer Information

- Full names and residence addresses must be noted.
- Corporations must have at least one director. Otherwise a paper form must be filed.
- If changing the directors, an effective date for the change is required (day/month/year).
- If no directors or officers reside in Manitoba the Annual Return cannot be filed online. Please submit a paper form.

ADDING DIRECTORS AND OFFICERS

To add a new director

- Select the Director option
- Director Became Date – click on the drop-down and select the date of appointment
- Enter the full name and address of the Director
- Click on the add button
- Repeat for each new Director

Companies Online Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947924

Director/Officer Information

[Previous Page](#) | Page 4 of 9 | [Next Page](#)

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button.
 Each new Director and/or Officer must be added separately. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director		DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6 Add directors/officers to grid

Director

Director became date :

Director ceased date :

*** Required field**

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

Officer

Position held

[Previous Page](#) | Page 4 of 9 | [Next Page](#)

To add a new Officer

- Select the Officer option
- Select the Position held (if available in the drop-down)
 - If not available, simply enter the information (i.e. Chief Executive Officer)
 - If an individual holds multiple positions, simply enter the information (i.e. President/Secretary/Treasurer)
- Enter the full name and address of the Officer
- Click on the add button
- Repeat for each new Officer

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947924

Director/Officer Information

Previous Page | Page 4 of 9 | Next Page

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button. Each new Director and/or Officer must be added separately. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director		DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6
Director	01-Feb-2018 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6

Director
 Officer

Director became date :

Director ceased date :

Position held

* Required field

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

Previous Page | Page 4 of 9 | Next Page

CEASING DIRECTORS

- Click on the Director in the grid that has ceased (ensure their role is a Director)
- Director Ceased Date - click on the drop-down and select the date of resignation
- Click on the Cease button
- The individual will still display in the grid, but the grid will show the date that they ceased to be a Director

Companies Online Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947924

Director/Officer Information Previous Page | Page 4 of 9 | Next Page

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director	None - 01-Feb-2018	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6
Director	01-Feb-2018 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6
Officer	PRESIDENT	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 3L6

Director
 Director became date :
 Director ceased date :

Officer
 Position held :

*** Required field**

First Name : *
 Middle Name :
 Last Name : *
 Address : *
 City : *
 Country : *
 Province/State : *
 Postal Code :

Previous Page | Page 4 of 9 | Next Page

CEASING OFFICERS

- Click on the Officer in the grid that has ceased (ensure their role is an Officer)
- Click on Delete

UPDATING DIRECTOR/OFFICER INFORMATION

- Click on the Director or Officer in the grid
- Update the information that needs to be updated (only their address or position held for an officer can be changed online)
- Contact the Companies Office if a Director or Officer has changed their name
- Click on the Update button

Power of Attorney Information (Conditional – Proceed to next page if this screen doesn't display)

- This screen appears if the corporation has appointed an Attorney for Service.

- Select the Power of Attorney in the grid
- Update address information, if necessary and click on the Update button.
- Contact the Companies Office if the name of the Power of Attorney has changed
- Click on Next Page

Companies Online Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Power of Attorney Information

[Previous Page](#) | Page 5 of 7 | [Next Page](#)

[Help](#)

Name	Firm Name	Address
DOE, JANE		1 SMITH STREET WINNIPEG, MB CANADA R3C3L6

Individual Firm

* Required field

Firm Name :

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country :

Province/State : *

Postal Code : *

[Update](#)

[Previous Page](#) | Page 5 of 7 | [Next Page](#)

Nature of Business

- Nature of Business will display. Update, if necessary. .
- Click on Next Page

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Nature of Business

[Previous Page](#) Page 6 of 7 [Next Page](#)

*** Required field**

Please be specific in your description; terms such as manufacturing, consulting, etc. are vague and require further clarification.

Nature of Business : *

Confirmation

- **Client Reference Number:** Leave blank
- **Click on the Pre-Registration Report button**

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Confirmation

Page 7 of 7

Click on the Pre-Registration Report button to view the information you have entered.

[Pre-Registration Report](#)

Client Reference Number (Optional):

Pre-Registration Report

- Review the report. If the information is correct, click on the Submit button
- If any information is incorrect, click on the Fix Error button. This will take you to the beginning where they can fix the information

Pre-Registration Report - Complete On-Line

This report contains the information you entered into the system.

You need to check and verify that this information is correct before proceeding.

[Complete](#) [Fix Error](#) [Print](#) [Main Menu](#)

Pre-Registration Report

Registry No : 10011492
Entity Name : 12345678 CANADA LTD.

As of : 17-Feb-2018

Entity Name : 12345678 CANADA LTD.
Registry No : 10011492
Current Status : Active

Entity Type : BUSINESS CORPORATION
Entity Sub Type : FEDERAL- SHARE CORPORATION

Home Jurisdiction : CANADA
Incorp/Amalg Date : 01-Feb-2016
Annual Return/Renewal Date : 28-Feb-2018
Registered Date : 17-Feb-2018
Year of Last A/R - Renewal :

Nature of Business : RESTAURANT
NAICS Code : 7221

Registered Office Address :
Address : 4225 ALBERT STREET

Information Validation

- Read the statements and click on Yes to each statement
- Click on Proceed

Companies Online

Main Menu | Log Off

12345678 CANADA LTD.

Service Request No : 300947935

Information Validation

You must answer the following questions before proceeding : 12345678 CANADA LTD.

The information is accurate for the corporation as of the last day of its anniversary month in the year for which this annual return is filed.	Yes <input type="radio"/> No <input checked="" type="radio"/>
I certify that I am authorized by the corporation to file this document with the Director under The Corporations Act and that the information contained herein is true.	Yes <input type="radio"/> No <input checked="" type="radio"/>

Proceed

Credit Card


- Enter credit card information
- Click on Process Transaction

Companies Online

Main Menu | Log Off

Mandatory fields marked by *

Payment Details

Transaction Amount: \$50.00 (CAD) 

Order ID: COSII_DEV115814795

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

- **Receipt** – Print a copy for their records. Click on Continue

Companies Online

[Main Menu](#) | [Log Off](#)

Transaction Approved - Payment Details

Print this page and keep it as your transaction receipt.

Credit Card Receipt

Companies Office

1010 - 405 Broadway

Winnipeg, MB

R3C 3L6

Telephone : (204) 945-2500

Fax : (204) 945-1459

Cardholder Name : jane doe

Service Request No : 300947935

Description of Goods : ANNUAL RETURN, Registry Number 10011492

Amount : \$50.00 CAD

Date : 2018-02-17 20:54:30Eastern

Reference Number : 660144980012580450

Response Code : 1/01

Authorization Code : 640289

Approved - Thank you.

[Continue](#)

Service Request Completed

- The Annual Return filing is complete
- Click on View File Summary to generate a report displaying the information entered. Print a copy and retain this in your minute book.

Companies Online

Main Menu | Log Off

12345678 CANADA LTD. Service Request No : 300947935

Service Request Completed. Thank You!

Service Request Completed. Thank You!

Please print this page if you require proof of payment.

View File Summary

Your credit card has been charged (Cdn\$) :	50.00
Service Request Number :	300947935
Registry Number :	10011492
Entity Name :	12345678 CANADA LTD.
Registrant Type :	BUSINESS CORPORATION
Registrant Sub Type :	FEDERAL- SHARE CORPORATION
Event Type :	ANNUAL RETURN
Client Reference Number (Optional):	

IMPORTANT INFORMATION

Please retain the Userid and Password that you used to file your Annual Return online. Your account has been updated so that you can file the following documents online for this business:

- Change of Directors or Officers
- Change of Shareholders
- Change of Registered Office Address
- Change of Mailing Address
- Articles of Amendment to change the name of the corporation