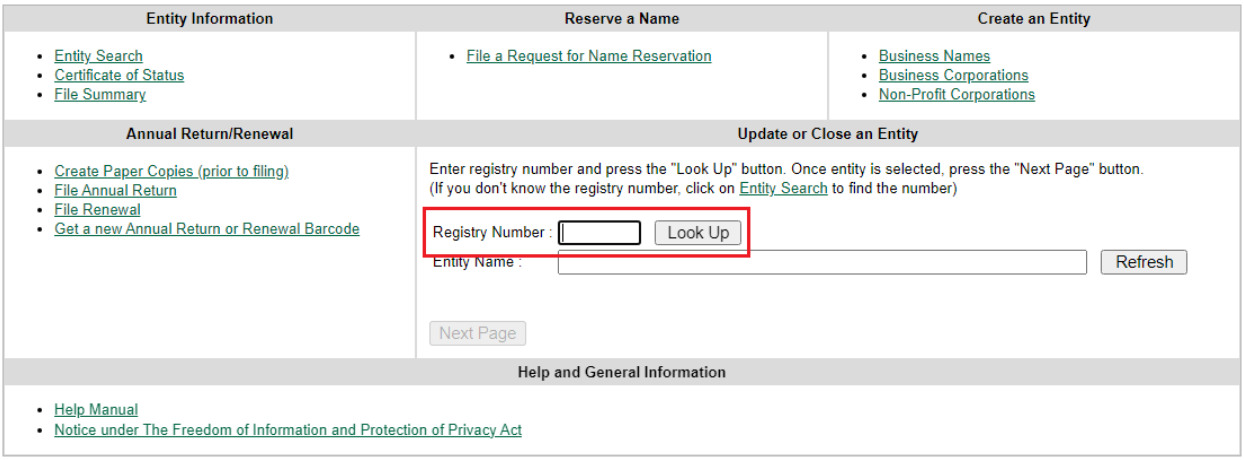
# Change of Directors/Officers Information

**Supported Browsers:** Chrome, Edge, and Firefox**.**
**Unsupported Browsers:** Safari on a Mac computer or iphone.

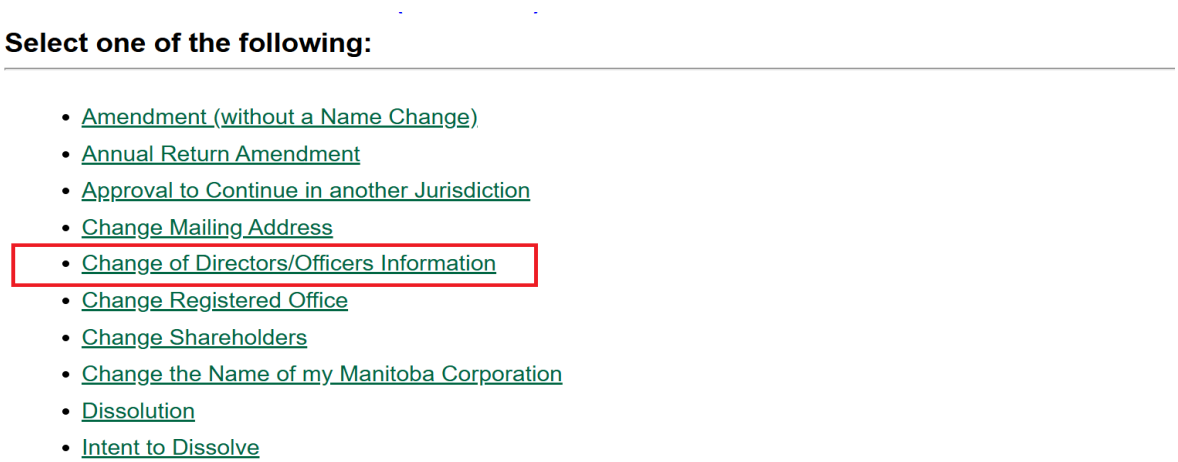
Login to the Companies Online system using your existing account. **Note**: You must be authorized to update this entity online (you previously filed its Incorporation or Annual Return online with this username).

## Main Menu

Enter the registry number of the entity being updated and click on Look Up to display the entity name:

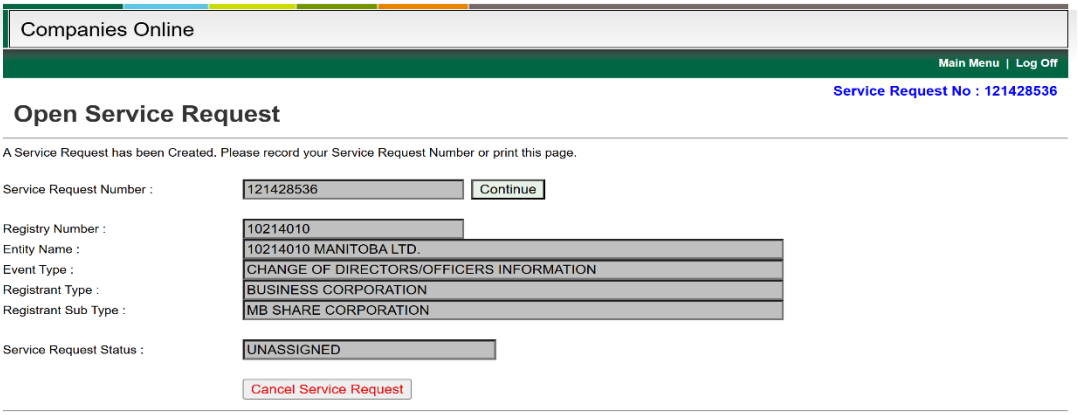



- Click on Next Page
- A new page will display with a list of all online filings available for the entity selected.
- Click on Change Directors/Officers Information

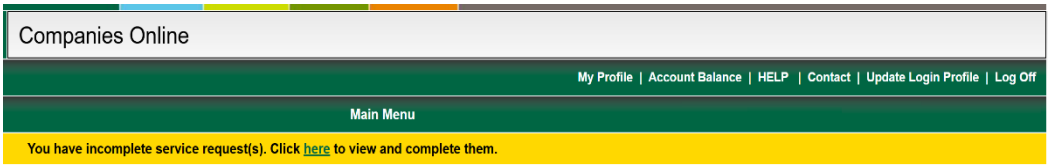


## Open Service Request

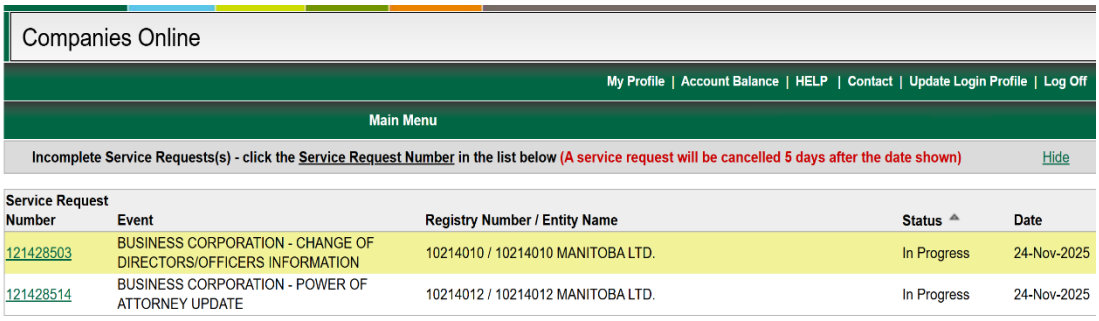
Click on Continue




**Note:** You have 5 days to complete the Service Request once it has been started. Any information entered is saved and the Service Request can be re-opened and completed later. If you have incomplete Service Requests a yellow bar will display on the main menu:




Click on the link in the yellow bar to display your Service Request(s):




Click on the link for the Service Request that you want to complete.

After 5 days the Services Request is automatically cancelled, and you will need to start a new one.

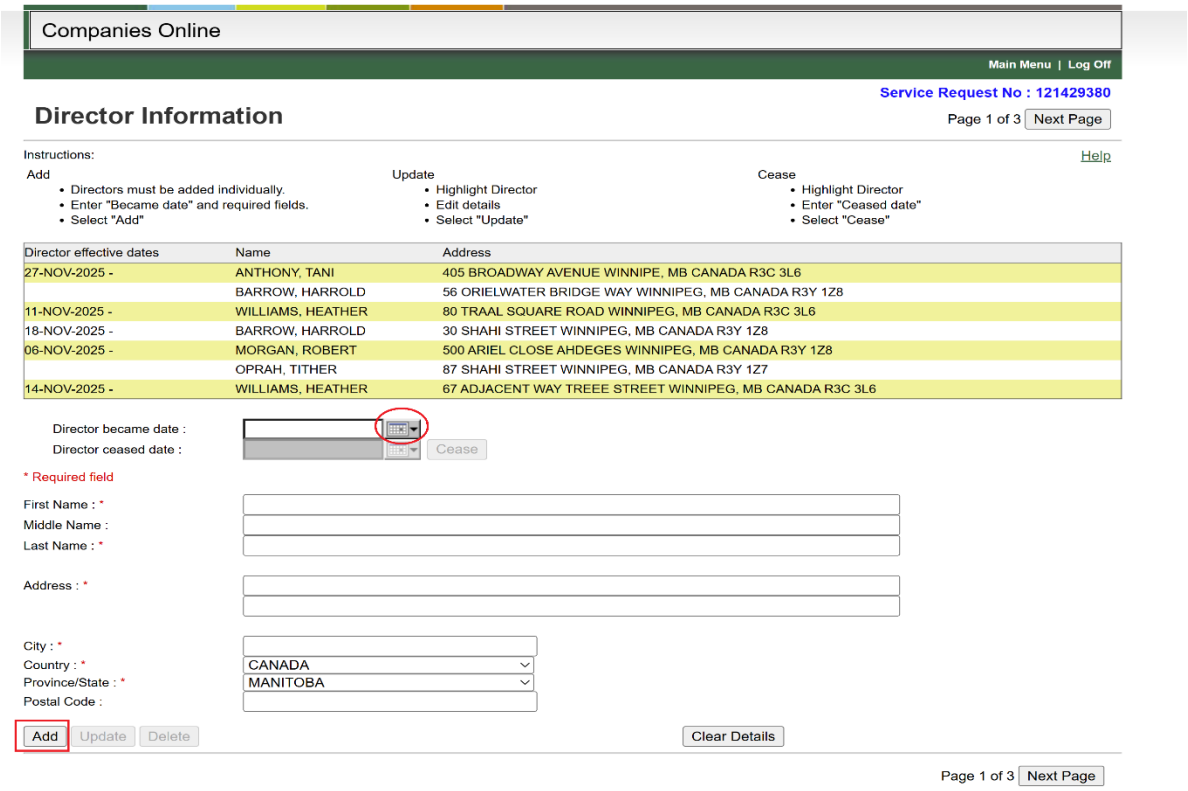
# Change of Directors/Officers Information

## Director Information

- Full names and residence addresses must be noted.
- Manitoba Non-Profit corporations must have at least three directors.
- If adding or ceasing directors, an effective date for the change is required

### Adding a new director

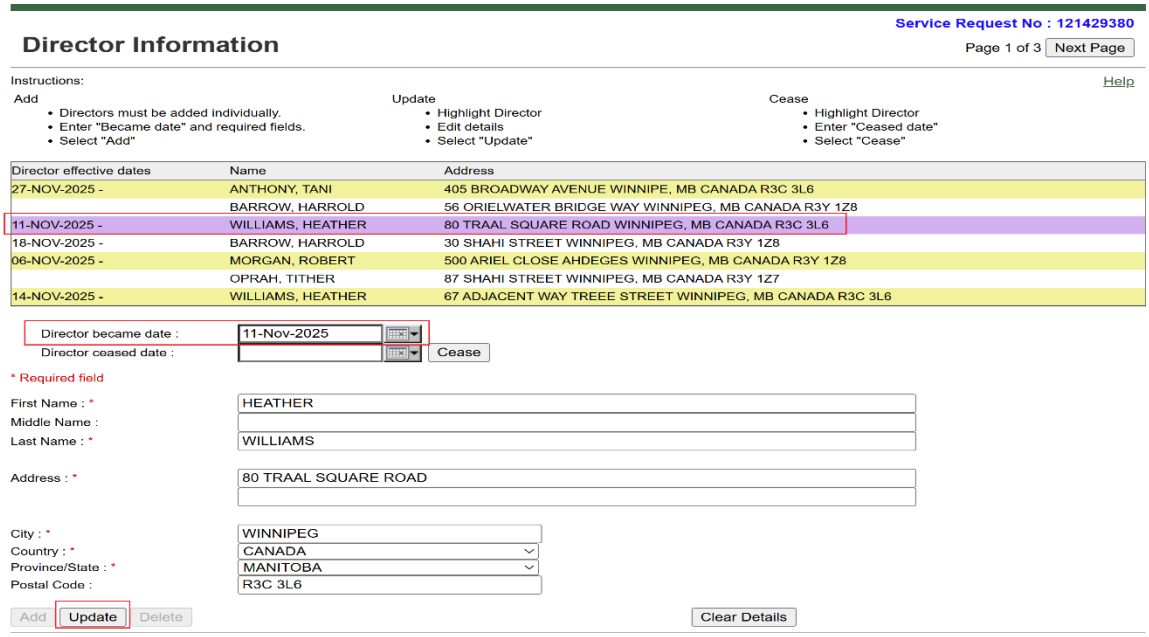
- Director Became Date – click on the drop-down and select the date of appointment
- Enter the full name and address of the Director
- Click on the add button
- Repeat for each new Director




### Updating a Director

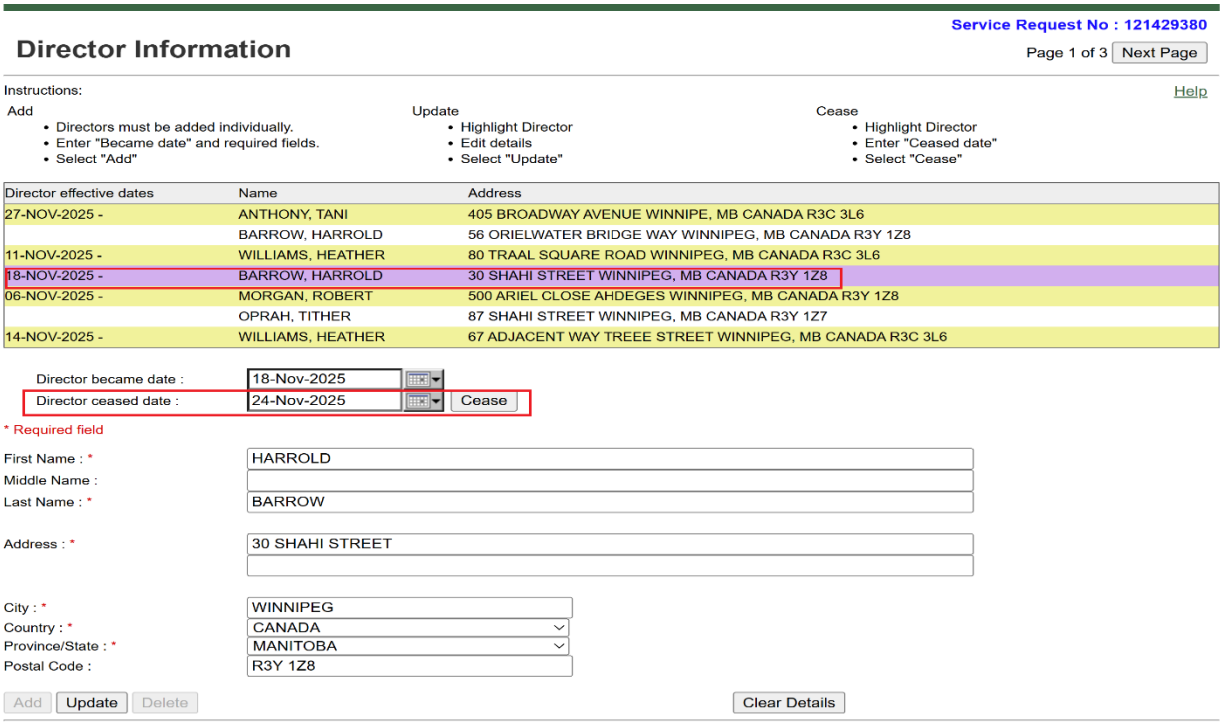
- Click on the Director in the list
- Update the information that needs to be updated
- Click on the Update button

# Change of Directors/Officers Information




## Ceasing a Director

- Click on the Director in the list that need to be ceased
- 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 list, but the list will show the date that they ceased to be a Director

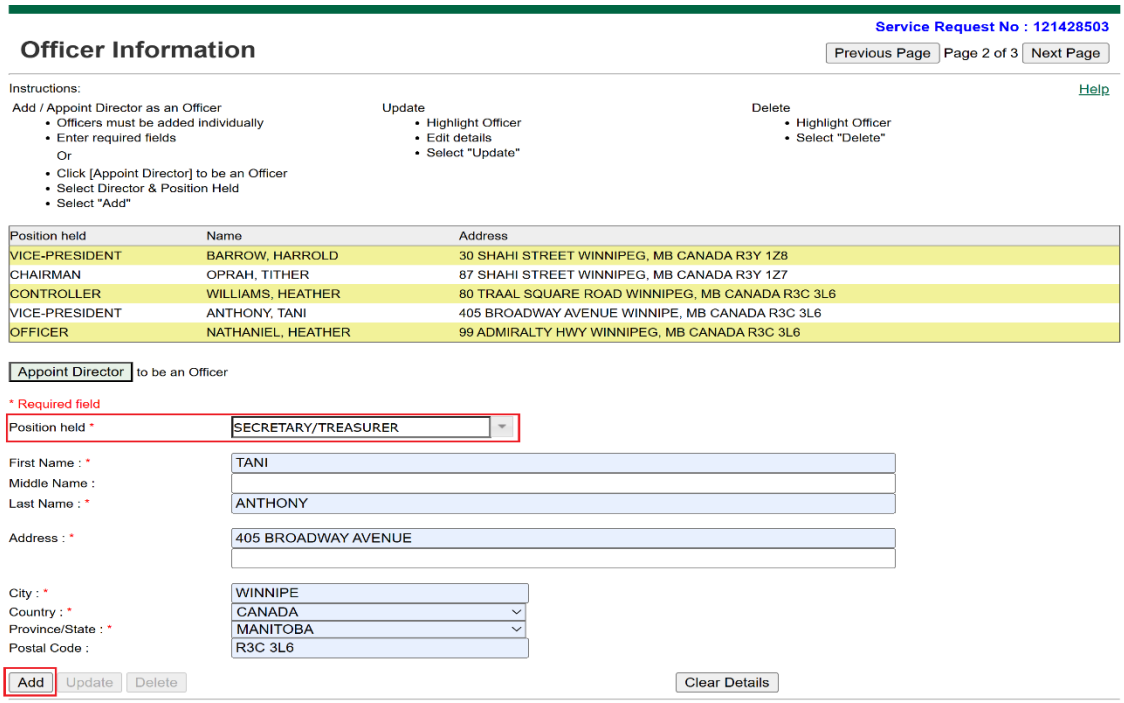


## Officer Information

- Full names and residence addresses must be noted.
- You can either enter an officer manually or appoint a director to be an officer

### Adding a new Officer manually

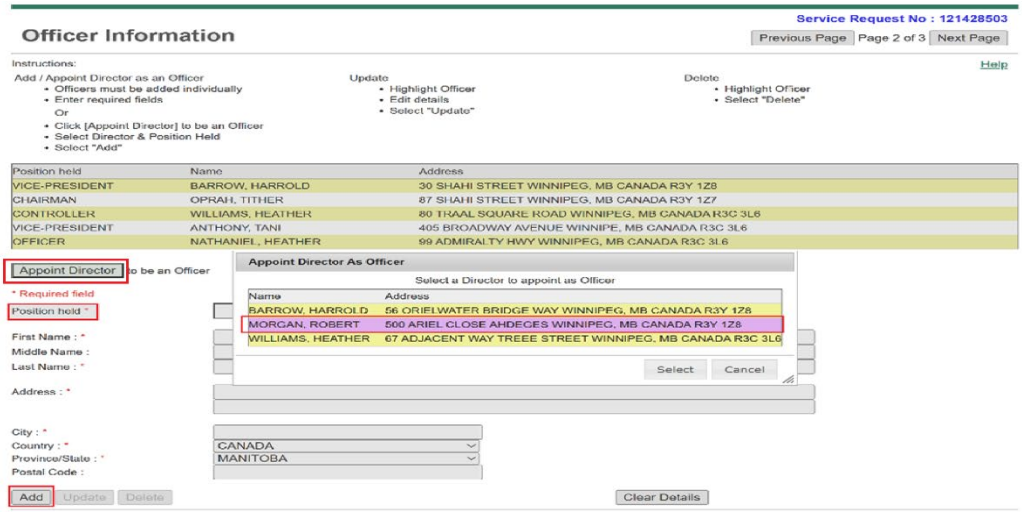
- Select the Position held (if available in the drop-down)
  - If not available, simply enter the information (i.e. Chief Executive Officer)
  - If an individual holds multiple positions, simply enter the information (i.e. President/Secretary/Treasurer)
- Enter the full name and address of the Officer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




### Appointing a Director as an Officer

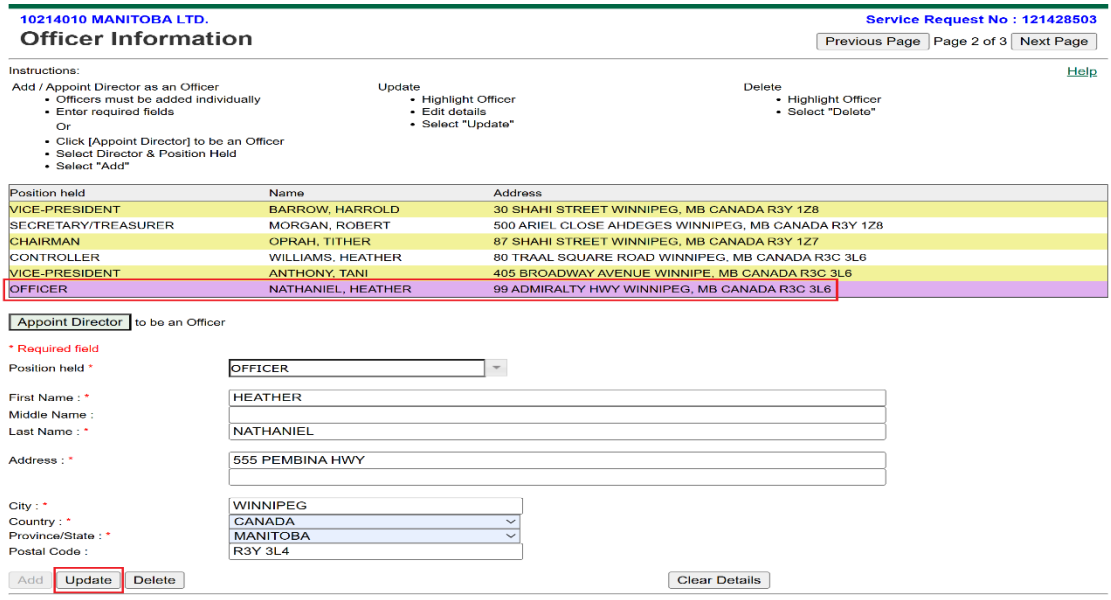
- Click Appoint Director to be an Officer
- Select a director from the list displayed
- Select the Position held (if available in the drop-down)
  - If not available, simply enter the information (i.e. Chief Executive Officer)
  - If an individual holds multiple positions, simply enter the information (i.e. President/Secretary/Treasurer)

- Click on the add button
- Repeat for each new Officer



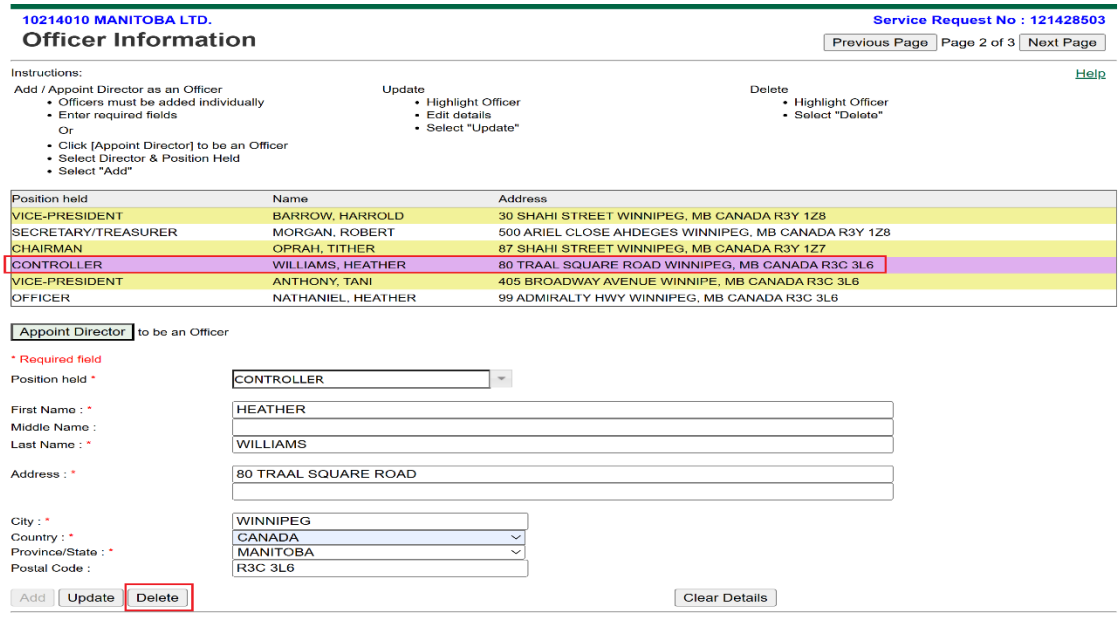

## Updating an Officer

- Click on the Officer in the list
- Update the information that needs to be updated
- Click on the Update button



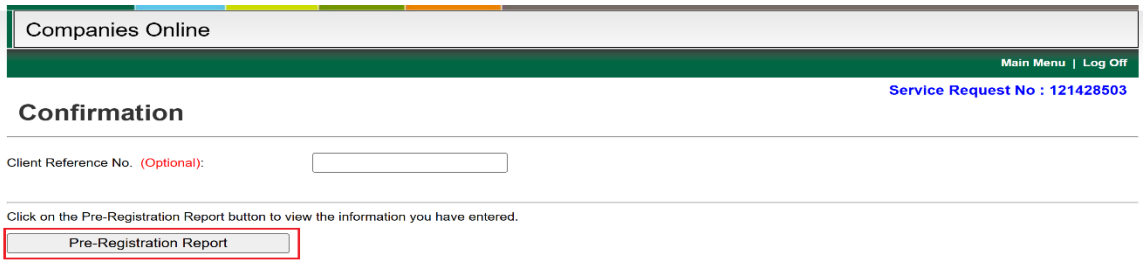

## Removing an Officer

- Click on the Officer in the list that has ceased
- Click on Delete




## Confirmation

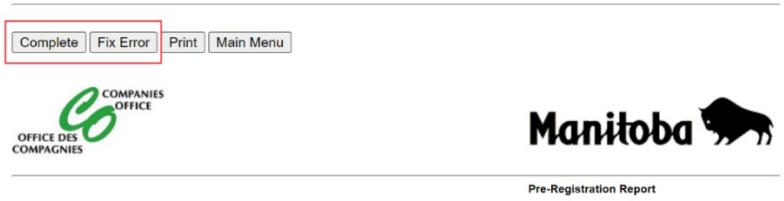
- Client Reference Number (optional): Leave blank.
- Click on the Pre-Registration Report button:




## Pre-Registration Report

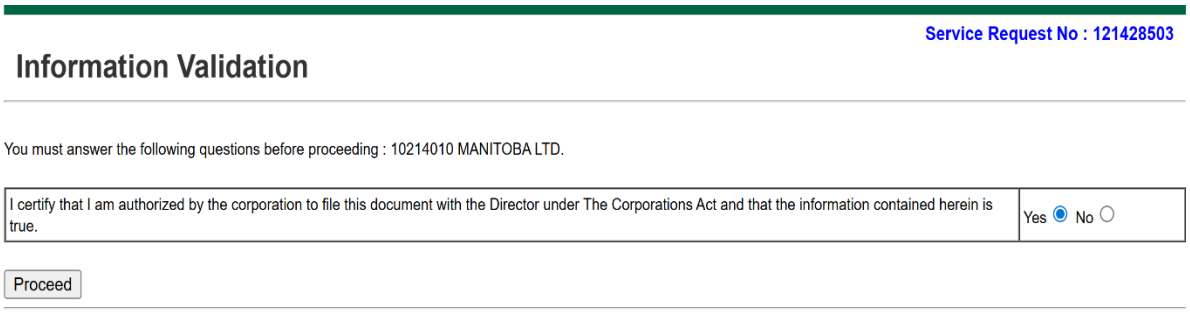
Review the report. If the Director/Officer information is:

- Correct, click on Complete at the top of the report.
- Incorrect, click on Fix Error at the top of the report.



## Information Validation

- Read the statement and click on Yes.
- Click on Proceed


Service Request No : 121428503

Information Validation

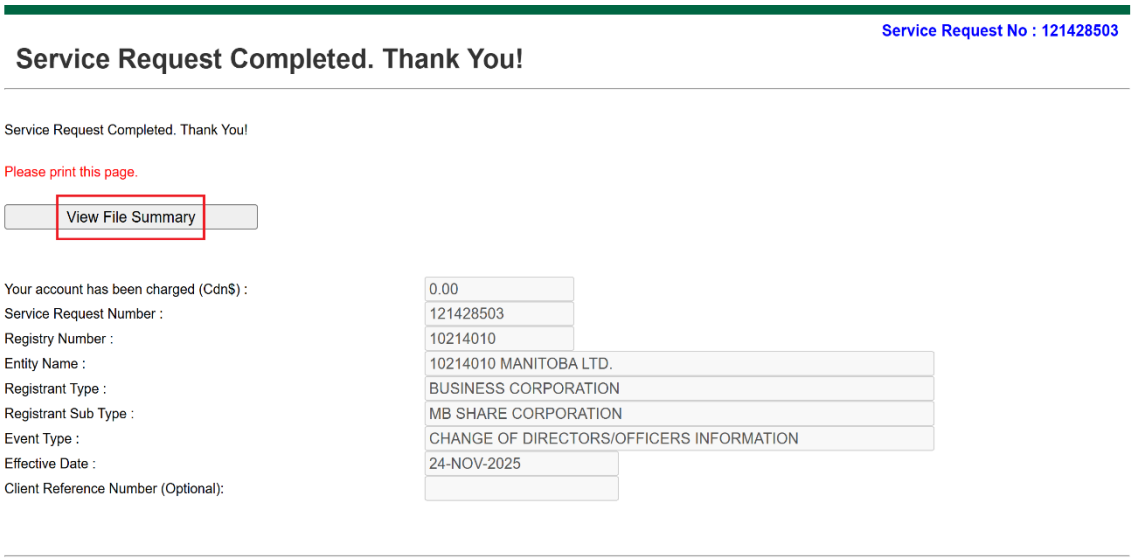
You must answer the following questions before proceeding : 10214010 MANITOBA LTD.

| | |
|---|---|
| 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 ◉ No ○ |

Proceed

## Service Request Completed

- The filing is complete
- Click on View File Summary to generate a report displaying the information entered.


Service Request No : 121428503

Service Request Completed. Thank You!

Service Request Completed. Thank You!

Please print this page.

View File Summary

| | |
|---|---|
| Your account has been charged (Cdn$) : | 0.00 |
| Service Request Number : | 121428503 |
| Registry Number : | 10214010 |
| Entity Name : | 10214010 MANITOBA LTD. |
| Registrant Type : | BUSINESS CORPORATION |
| Registrant Sub Type : | MB SHARE CORPORATION |
| Event Type : | CHANGE OF DIRECTORS/OFFICERS INFORMATION |
| Effective Date : | 24-NOV-2025 |
| Client Reference Number (Optional): | |

## Important Information

Remember the username and password used to file this Service Request. You will need it to file documents online to update this entity in the future.