

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

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

**Important:** In order to update the Shareholders online, you must have either incorporated the company or filed an Annual Return for this entity online.

## Main Menu

- Select Change Shareholders

Companies Online		
My Account   HELP   Contact   Update Login Profile   Log Off		
Main Menu		TINA TWINKLES <a href="#">view your service requests</a>
Annual Return/Renewal	Reserve a Name	Incorporate/Register
<ul style="list-style-type: none"> <li><a href="#">File my Annual Return</a></li> <li><a href="#">File my Renewal</a></li> <li><a href="#">Create Paper Copies</a></li> <li><a href="#">Request a new barcode to file Annual Return / Renewal</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Submit a Name Reservation Request to see if a name is available for registration/incorporation</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Incorporate a Business Corporation</a></li> <li><a href="#">Incorporate a Non-profit Corporation</a></li> <li><a href="#">Register a Sole Proprietorship with Individual Registrant</a></li> <li><a href="#">Register a Sole Proprietorship (by another business or corporation)</a></li> <li><a href="#">Register a Partnership</a></li> </ul>
Other Filings	Information on Entities	General Information
<ul style="list-style-type: none"> <li><a href="#">Change Business Location</a></li> <li><a href="#">Change Directors/Officers</a></li> <li><a href="#">Change Mailing Address</a></li> <li><a href="#">Change Registered Office</a></li> <li><a href="#">Change Shareholders</a></li> <li><a href="#">Change the name of My Manitoba Corporation</a></li> <li><a href="#">File a Power of Attorney</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Search by Name/Number</a></li> <li><a href="#">Certificate of Status</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Entrepreneurship Manitoba</a></li> <li><a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li> <li><a href="#">Help Manual</a></li> </ul>
New West Partnership – Business Corporations		New West Partnership – Partnerships
<ul style="list-style-type: none"> <li><a href="#">Register a British Columbia, Alberta, or Saskatchewan Business Corporation in Manitoba</a></li> <li><a href="#">Cancel the Registration of a British Columbia, Alberta or Saskatchewan Business Corporation in Manitoba</a></li> <li><a href="#">Register a Manitoba Share Corporation in another New West jurisdiction</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Register a British Columbia, Alberta, or Saskatchewan Limited Partnership in Manitoba</a></li> <li><a href="#">Cancel the registration of a British Columbia, Alberta or Saskatchewan Partnership in Manitoba</a></li> <li><a href="#">Register a Manitoba Limited Partnership in another New West jurisdiction</a></li> </ul>

- Enter the Registry Number and click on the Look Up button
- If you have access to update the entity online, the name of the company will be populated.
- Click on the Next Page button

Companies Online	
Main Menu   Log Off	
<b>Change Shareholders</b>	
Enter registry number and press the "Look Up" button. Once entity is selected, press the "Next Page" button.	
Registry Number :	<input type="text" value="10026563"/> <input type="button" value="Look Up"/>
Entity Name :	<input type="text" value="10026563 MANITOBA LTD."/> <input type="button" value="Refresh"/>
<input type="button" value="Next Page"/>	

**Note:** If you didn't incorporate the entity or file an Annual Return online, you will receive a message indicating **Online access to this entity is not Authorized.** You will need to file a paper application.

## Open Service Request

- Click on Continue

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10026563 MANITOBA LTD. Service Request No : 102530865

### Open Service Request

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

Service Request Number :

Registry Number :

Entity Name :

Event Type :

Registrant Type :

Registrant Sub Type :

Service Request Status :

**Note:** You have 5 days to complete the Service Request 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 it 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 start from the beginning again.

## SHAREHOLDER INFORMATION

- List all shareholders holding 10% or more of the issued voting shares.

### To add a new shareholder

- Shareholder – Select Individual or Firm
- Enter the shareholder's name
- Click on Add
- Repeat for each new shareholder

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10026563 MANITOBA LTD. Service Request No : 102530865

### Shareholder Information

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No Shareholders At This Time  [Help](#)

The list below contains the names of shareholders who hold 10% or more of the issued voting shares. Once the names of all shareholders appear in this list, proceed to the next screen to issue shares.

Role(s)	Name
Enter information below to add to list of shareholders or select no shareholders at this time.	

Individual  Firm

Shareholder

\* Required field

Firm Name :

First Name : \*

Middle Name :

Last Name : \*

Shares are distributed to the public : Yes  No

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### To remove a Shareholder

- Click on the name of the shareholder you wish to remove
- Click on the Delete button

### To update a Shareholder

- Click on the name of the shareholder you wish to update
- Update their name
- Click on Update

**Does the corporation distribute shares or securities to the public?**

- Select the appropriate box indicating whether the corporation distributes shares to the public.
- click on Next Page

**Shares Held Information – Manitoba Business Corporations Only**

- You must provide the number and class of shares held by each shareholder.
- Do not provide a percentage of shares held (i.e. 50%).
- Fractions (10½) are not acceptable and must be converted to a decimal (10.5).

**To add shares to a shareholder**

- Click on the shareholder in the grid
- Click on the share class drop down list and select the correct class of shares
- Enter the number of shares held
- Click on Add button
- If the shareholder holds another class of shares repeat until all shares for that shareholder are entered
- Repeat until all Shareholder information has been entered

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**Shares Held Information** Previous Page Page 2 of 3 Next Page

Highlight a shareholder's name in the list. Information on the shares held by this shareholder will appear below. You may add a different class of shares for this shareholder or highlight the existing class of shares and update or delete the information. [Help](#)

Role(s)	Name
Shareholder	DOE, JANE

**Shares held for JANE DOE**

Share Class Name	Number of Shares Held
Enter information below to add to list of shares held for the selected shareholder.	

Share Class : ▼

Number of Shares Held :  

Add Update Delete

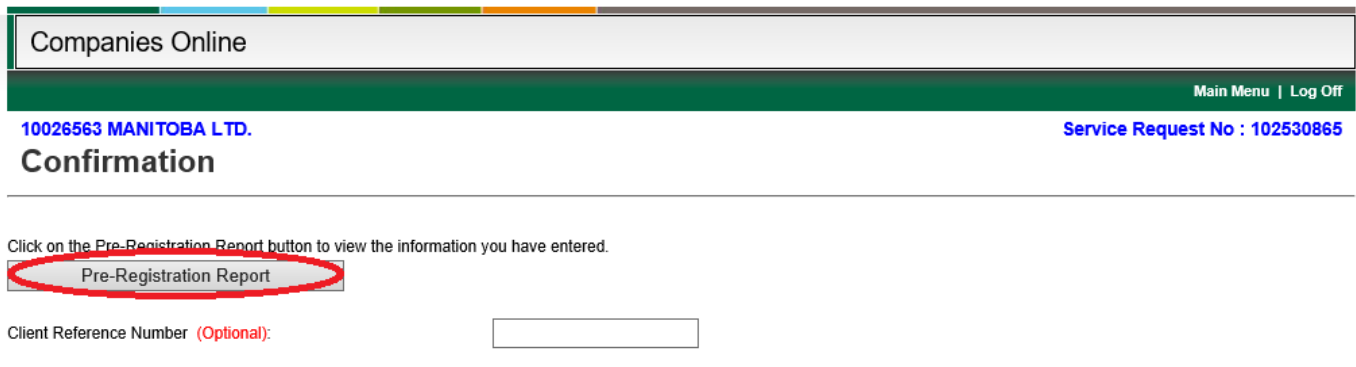
Previous Page Page 2 of 3 Next Page

### To update the shares held by a shareholder

- Click on shareholder to be updated
- Their share information will display in the grid
- Click on the share class you wish to update
  - Update the Share Class and/or number of shares held and click on Update
  - OR
  - Click on Delete to remove the information
- Once all changes have been made to the Shares Held Information screen, click on Next Page

### Confirmation

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



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10026563 MANITOBA LTD. Service Request No : 102530865

### Confirmation

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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.



Pre-Registration Report

Registry No : 10026563  
Entity Name : 10026563 MANITOBA LTD.

As of : 12-Dec-2021

Entity Name : 10026563 MANITOBA LTD.  
Registry No : 10026563  
Business No : 994706703MC0001  
Current Status : Active

Entity Type : BUSINESS CORPORATION  
Entity Sub Type : MB SHARE CORPORATION

Incorporation Date : 12-Dec-2021  
Home Jurisdiction : MANITOBA  
Annual Return/Renewal Date : 31-Jan-2023  
Year of Last A/R - Renewal :

### Information Validation

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

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10026563 MANITOBA LTD.

Service Request No : 102530865

### Information Validation

You must answer the following questions before proceeding : 10026563 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

## Service Request Completed

- The 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.

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**10026563 MANITOBA LTD.** **Service Request No : 102530865**

**Service Request Completed. Thank You!**

Service Request Completed. Thank You!

Please print this page.

[View File Summary](#)

Your credit card has been charged (Cdn\$) :

0.00

Service Request Number :

102530865

Registry Number :

10026563

Entity Name :

10026563 MANITOBA LTD.

Registrant Type :

BUSINESS CORPORATION

Registrant Sub Type :

MB SHARE CORPORATION

Event Type :

CHANGE SHAREHOLDERS

Effective Date :

12-DEC-2021

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 forms online for this corporation:

- Change of Directors or Officers
- Change of Registered Office Address
- Change of Mailing Address
- Articles of Amendment to change the name of the corporation
- Power of Attorney (if required)