

## ON-GOING FILINGS WITH COMPANIES OFFICE

- 1. Annual Returns:** Every corporation must file an annual return each year. An annual return sets out basic information about each corporation.

**Due dates:** Each year the annual return is due the month after the anniversary month of the corporation.

**What's the Anniversary month?** The month the corporation was created or amalgamated.

**Example:** A corporation incorporated in June 2023 will have its first annual return due no later than July 31<sup>st</sup> 2024.

**Warning:** If annual returns are not filed for 2 years in a row, the corporation will be dissolved. If this happens, Articles of Revival must be filed.

- 2. Filing notices of changes.** If the corporation makes certain changes, they must be reported to Companies Office, including:
  - a. Change of directors,**
  - b. Change in registered office address,**
  - c. Change in the shareholders holding 10% or more of the issued voting shares,**
  - d. Amendments to the corporation** such as change of name and change in share structure.