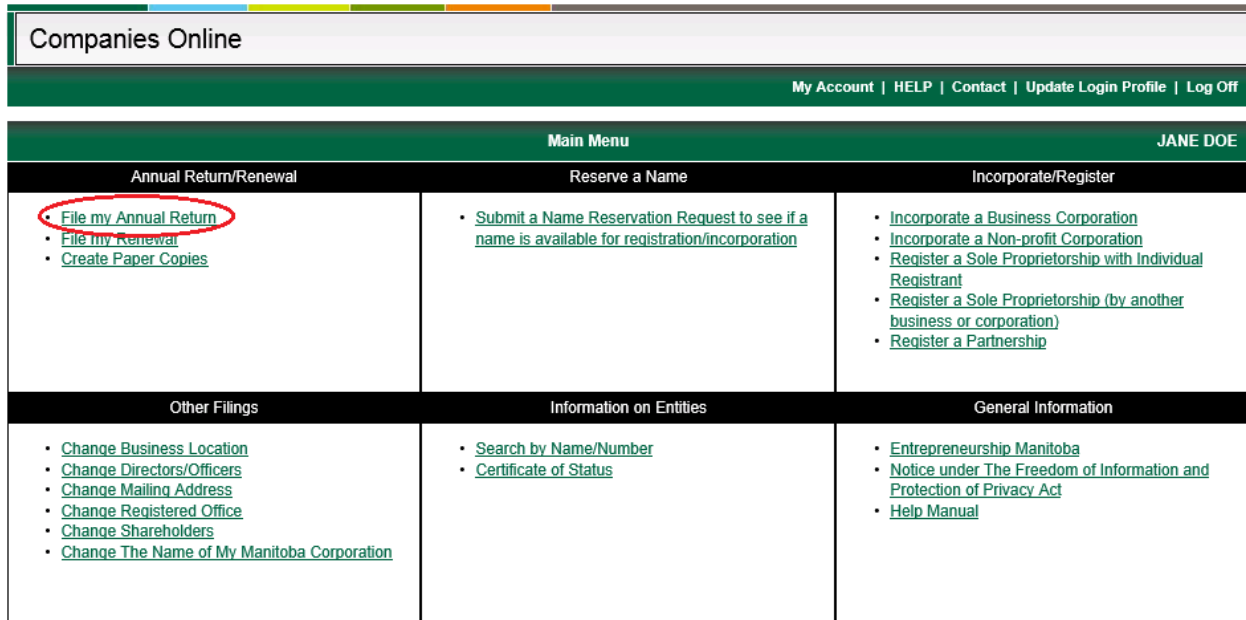


To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

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

Main Menu

- Select File my Annual Return

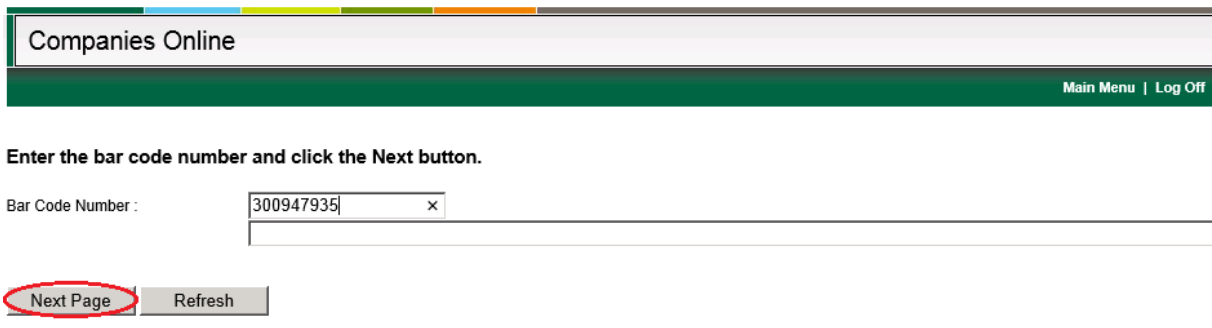


The screenshot shows the 'Companies Online' main menu for user 'JANE DOE'. The menu is organized into a grid of categories:

- Annual Return/Renewal:**
 - File my Annual Return (highlighted with a red circle)
 - 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 'Companies Online' interface for entering a barcode number. The page title is 'Companies Online' and the user is logged out ('Main Menu | Log Off').

Enter the bar code number and click the Next button.

Bar Code Number : x

Open Service Request

- Click on Continue

Companies Online

Main Menu | Log Off

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

Open Service Request

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

Service Request Number :

Registry Number :	<input type="text" value="10011494"/>
Entity Name :	<input type="text" value="10011494 MANITOBA ASSOCIATION INC."/>
Event Type :	<input type="text" value="ANNUAL RETURN"/>
Registrant Type :	<input type="text" value="NON-PROFIT CORPORATION"/>
Registrant Sub Type :	<input type="text" value="MB NON SHARE CORPORATION"/>
Service Request Status :	<input type="text" value="UNASSIGNED"/>

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

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

General Information

Page 1 of 7

* Required field

Entity Name :	<input type="text" value="10011494 MANITOBA ASSOCIATION INC."/>
Incorporation Date :	<input type="text" value="01-JAN-2017"/>
Annual Return/Renewal Date :	<input type="text" value="28-FEB-2018"/>
Home Country :	<input type="text" value="CANADA"/>
Home Province/State :	<input type="text" value="MB"/>
Business Number :	<input type="text"/>
Last Filing year :	<input type="text"/>

Page 1 of 7

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

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

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 a Manitoba corporation must remain in Manitoba.
 - A box number in Winnipeg or Brandon is generally not acceptable. Please submit a paper filing.
-
- 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

10011494 MANITOBA ASSOCIATION INC.

Service Request No : 300947957

Registered Office Information

[Previous Page](#) Page 3 of 7 [Next Page](#)

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

[Help](#)

* Required field

[Copy Mailing Address](#)

Address : *

11 SMITH STREET

City : *

WINNIPEG

Country :

CANADA

Province/State : *

MANITOBA

Postal Code : *

R3C3L6

Effective date, if changing address :

[Previous Page](#) Page 3 of 7 [Next Page](#)

Director / Officer Information

- Full names and residence addresses must be noted.
- Corporations must have at least THREE directors. 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
10011494 MANITOBA ASSOCIATION INC.		Service Request No : 300947957	

Director/Officer Information Previous Page Page 4 of 7 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, JACK	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JANE	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JOHN	1 SMITH STREET WINNIPEG, MB CANADA

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 :

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

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

Director/Officer Information

Previous Page Page 4 of 7 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, JACK	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JANE	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JOHN	1 SMITH STREET WINNIPEG, MB CANADA

Director
 Officer

Director became date :
Position held

Director ceased date :

* Required field

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

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

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

Director/Officer Information Previous Page Page 4 of 7 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		DOE, JACK	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JANE	1 SMITH STREET WINNIPEG, MB CANADA
Director		DOE, JOHN	1 SMITH STREET WINNIPEG, MB CANADA

Director Officer

Director became date :

Director ceased date :

* Required field

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

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

Nature of Business

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

Companies Online

Main Menu | Log Off

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

Nature of Activities

Previous Page Page 6 of 7 Next Page

* Required field
Please be specific in your description;

Nature of Activities : * NON PROFIT ORGANIZATION x

Confirmation

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

Companies Online

Main Menu | Log Off

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

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 : 10011494
Entity Name : 10011494 MANITOBA ASSOCIATION INC.

As of : 17-Feb-2018

Entity Name : 10011494 MANITOBA ASSOCIATION INC.
Registry No : 10011494
Current Status : Active

Entity Type : NON-PROFIT CORPORATION
Entity Sub Type : MB NON SHARE CORPORATION

Incorporation Date : 01-Jan-2017
Home Jurisdiction : MANITOBA
Annual Return/Renewal Date : 28-Feb-2018
Year of Last A/R - Renewal :
Nature of Activities : NON PROFIT ORGANIZATION
NAICS Code : 81399

Registered Office Address :
Address : .1 SMITH STREET

Information Validation

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

Companies Online	
Main Menu Log Off	
10011494 MANITOBA ASSOCIATION INC.	Service Request No : 300947957

Information Validation



You must answer the following questions before proceeding : 10011494 MANITOBA ASSOCIATION INC.

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 checked="" type="radio"/> No <input 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 checked="" type="radio"/> No <input 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: \$25.00(CAD)	
Order ID: COSIL_DEV115814795	
Please complete the following details exactly as they appear on your card. <i>Do not put spaces or hyphens in the card number.</i>	
Cardholder Name*:	<input type="text" value="JANE DOE"/>
Card Number*:	<input type="text" value="5454545454545454"/>
Expiry Date (MMYY)*:	<input type="text" value="0819"/>
Card Security Code*:	<input type="text" value="792"/> 
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.	
<input type="button" value="Process Transaction"/>	<input type="button" value="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 :	300947957
Description of Goods :	ANNUAL RETURN, Registry Number 10011494
Amount :	\$25.00 CAD
Date :	2018-02-17 22:37:02Eastern
Reference Number :	660144980012580540
Response Code :	1/01
Authorization Code :	912109

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

10011494 MANITOBA ASSOCIATION INC. Service Request No : 300947957

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\$) :

25.00

Service Request Number :

300947957

Registry Number :

10011494

Entity Name :

10011494 MANITOBA ASSOCIATION INC.

Registrant Type :

NON-PROFIT CORPORATION

Registrant Sub Type :

MB NON 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 Registered Office Address
- Change of Mailing Address
- Articles of Amendment to change the name of the corporation