

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 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:

Entity Information	Reserve a Name	Create an Entity
<ul style="list-style-type: none">Entity SearchCertificate of StatusFile Summary	<ul style="list-style-type: none">File a Request for Name Reservation	<ul style="list-style-type: none">Business NamesBusiness CorporationsNon-Profit Corporations
Annual Return/Renewal	Update or Close an Entity	
<ul style="list-style-type: none">Create Paper Copies (prior to filing)File Annual ReturnFile RenewalGet a new Annual Return or Renewal Barcode	Enter registry number and press the "Look Up" button. Once entity is selected, press the "Next Page" button. (If you don't know the registry number, click on Entity Search to find the number)	
	Registry Number : <input type="text"/> <input type="button" value="Look Up"/>	
	Entity Name : <input type="text"/> <input type="button" value="Refresh"/>	
	<input type="button" value="Next Page"/>	
Help and General Information		
<ul style="list-style-type: none">Help ManualNotice under The Freedom of Information and Protection of Privacy Act		

- 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

Select one of the following:

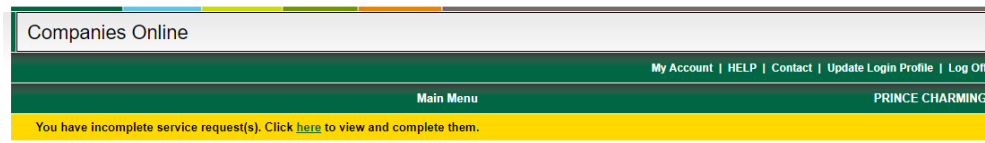
- [Change Directors/Officers](#)
- [Change Mailing Address](#)
- [Change Registered Office](#)

Don't see the event type you're looking for? [Contact](#) the Companies Office.

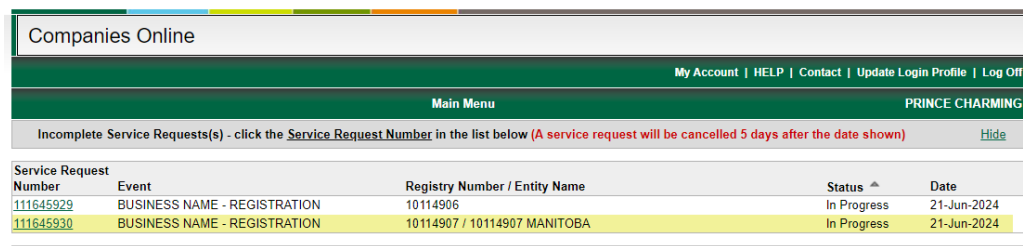
Open Service Request

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):



The screenshot shows the same navigation bar as above, but with a link in the yellow bar that has been clicked. Below the navigation bar, a table lists incomplete service requests. A red warning message states: "Incomplete Service Requests(s) - click the [Service Request Number](#) in the list below (A service request will be cancelled 5 days after the date shown)".

Service Request Number	Event	Registry Number / Entity Name	Status ^	Date
111645929	BUSINESS NAME - REGISTRATION	10114906	In Progress	21-Jun-2024
111645930	BUSINESS NAME - REGISTRATION	10114907 / 10114907 MANITOBA	In Progress	21-Jun-2024

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.

Director / Officer Information

- Full names and residence addresses must be noted.
- Cooperatives must have at least three directors.
- If adding or removing directors, an effective date for the change is required

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

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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	01-May-2022 -	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director Officer

Director became date:

Director ceased date:

*** Required field**

First Name:

Middle Name:

Last Name:

Address:

City:

Country:

Province/State:

Postal Code:

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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

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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	01-May-2022 -	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director Officer

Director became date:

Director ceased date:

*** Required field**

Position held:

First Name:

Middle Name:

Last Name:

Address:

City:

Country:

Province/State:

Postal Code:

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Ceasing Directors

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

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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	01-May-2022 -	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director Officer

Director became date: 01-May-2022

Director ceased date: 07-Jun-2022

Position held:

* Required field

First Name: MARY

Middle Name:

Last Name: DOE

Address: 1 SMITH ST.

City: WINNIPEG

Country: CANADA

Province/State: MANITOBA

Postal Code: R3C 1L8

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Ceasing Officers

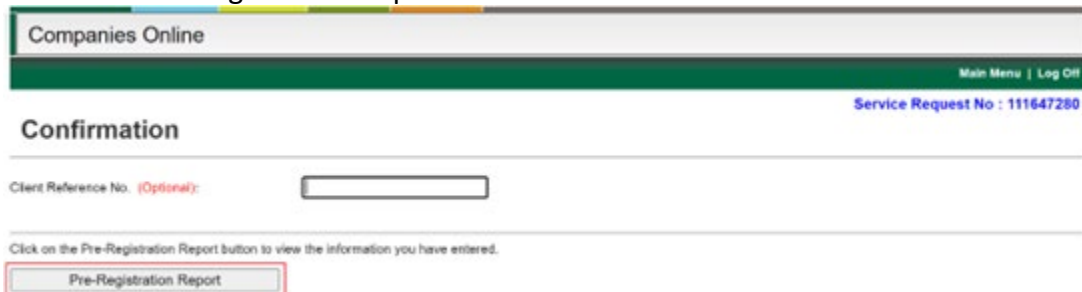
- Click on the Officer in the list that has ceased (ensure their role is an Officer)
- Click on Delete

Updating Director/Officer Information

- Click on the Director or Officer in the list
- 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

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

Information Validation


You must answer the following questions before proceeding : HORIZON HOUSING CO-OP LTD.

I certify that I am authorized by the cooperative to file this document with the Registrar under The Cooperatives Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>
--	---

Proceed

Payment

Enter your Visa or Mastercard information and click on Process:



Cardholder Name

Card Number

MMYY CVV

Total \$5.00

Receipt

- Print a copy for your records. Click on Continue

Companies Online

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
Email Address : companies@gov.mb.ca

Cardholder Name :	JANE DOE
Service Request No :	112402280
Description of Goods :	CHANGE OF DIRECTORS/OFFICERS, Registry Number 10130810
Amount :	\$5.00 CAD
Date :	2023-01-17 15:03:09 Eastern
Reference Number :	660150930010012190
Response Code :	a/01
Authorization Code :	KN5270

Approved - Thank you.

Service Request Completed

- The filing is complete
- Click on View File Summary to generate a report displaying the information entered. **Print a copy for your minute book.**



Service Request Completed. Thank You!

Service Request Completed. Thank You!

Please print this page.

[View File Summary](#)

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

5.00

Service Request Number :

112402280

Registry Number :

10130810

Entity Name :

HORIZON HOUSING CO-OP LTD.

Registrant Type :

CO-OPERATIVE

Registrant Sub Type :

MB SHARE CO-OP

Event Type :

CHANGE OF DIRECTORS/OFFICERS

Effective Date :

17-JAN-2023

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.