

This filing is used to update the registrants of a Partnership.

**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.

### Notes:

1. You must be authorized to update this entity online (you previously filed its registration or renewal online with this username).
2. A signed pdf copy of the [Change of Registrants](#) form will be required with this online filing.

### Main Menu

Enter the registry number of the business 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"><li>• <a href="#">Entity Search</a></li><li>• <a href="#">Certificate of Status</a></li><li>• <a href="#">File Summary</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">File a Request for Name Reservation</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Business Names</a></li><li>• <a href="#">Business Corporations</a></li><li>• <a href="#">Non-Profit Corporations</a></li></ul>
Annual Return/Renewal	Update or Close an Entity	
<ul style="list-style-type: none"><li>• <a href="#">Create Paper Copies (prior to filing)</a></li><li>• <a href="#">File Annual Return</a></li><li>• <a href="#">File Renewal</a></li><li>• <a href="#">Get a new Annual Return or Renewal Barcode</a></li></ul>	<p>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 <a href="#">Entity Search</a> to find the number)</p> <p>Registry Number : <input type="text"/> <input type="button" value="Look Up"/></p> <p>Entity Name : <input type="text"/> <input type="button" value="Refresh"/></p> <p><input type="button" value="Next Page"/></p>	
Help and General Information		
<ul style="list-style-type: none"><li>• <a href="#">Help Manual</a></li><li>• <a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li></ul>		

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

Note: An error message will be displayed if the Renewal is past due. File the Renewal online first and then proceed to file a Change of Registrants.

Companies Online
Main Menu   Log Off

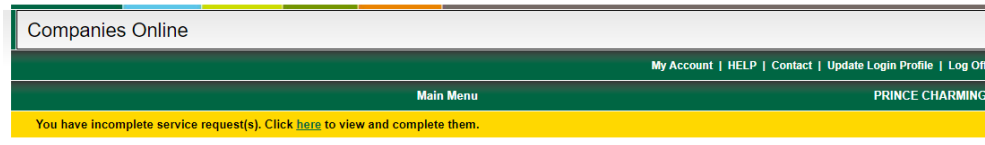
Select one of the following:

- [Change Business Location](#)
- [Change Mailing Address](#)
- [Change of Registrants](#)
- [Dissolution](#)
- [Power of Attorney](#)

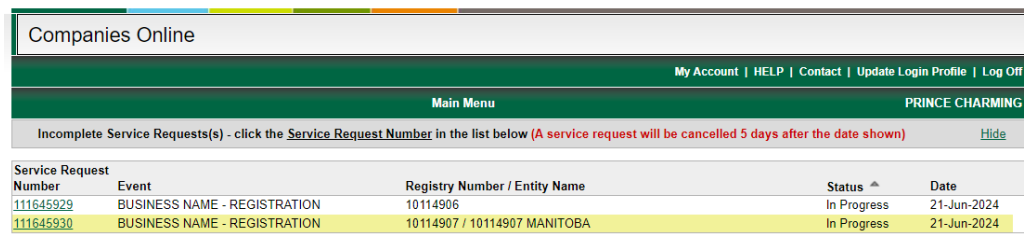
## Open Service Request

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 main menu as above, but with a yellow bar containing a link to view incomplete service requests. Below the menu, a table lists the details of these requests.

Service Request Number	Event	Registry Number / Entity Name	Status ^	Date
<a href="#">111645929</a>	BUSINESS NAME - REGISTRATION	10114906	In Progress	21-Jun-2024
<a href="#">111645930</a>	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.

## Documents to Attach

A clear PDF of the completed, signed [Change of Registrants](#) form must be attached. A Filing Request is not required.

- Click on Browse and locate the document on your computer.
- Once selected, click on Upload to add the document to the box.
- Click on Next Page

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Service Request No : 111647202  
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### Documents to Attach

[Help](#)

File Name
CHANGE OF REGISTRANTS.pdf

[Delete](#)

Copies of documents must be attached:

- A [Change of Registrants](#) form must be completed, signed and attached. A Filing Request is not required.

File Name :  No file chosen   
Attach documents in .pdf format only

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## Mailing Information

- The Mailing Address and email address (optional) will be displayed.
- Make changes, if necessary.
- Click on Next Page.

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### Mailing Information

[Help](#)

\* Required field

Firm Name (Optional) :

If the address below is for a firm (i.e. a law firm or accounting firm)

Attention (Optional) :

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 :

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## Confirmation

- **Client Reference Number (optional):** Leave blank.
- **Effective Date (optional):** Documents can be dated up to 30 days in the future.  
**Note:** documents will be processed and released after this date.
- **Expedited Service (optional):** Select the checkbox if you require a faster turnaround time. There is an additional fee charged for this service (double the filing fee).

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**Service Request No : 111647202**

**Confirmation** Previous Page Page 3 of 4 Next Page

Client Reference No. (Optional):

Effective Date (Optional):  (Documents will be processed and released after this date)

**Expedited Service**

All filings are processed by received date. Companies Office provides the option to process filings quicker with an additional fee (double the fee to a maximum of \$200.00).  
Please visit <http://www.companiesoffice.gov.mb.ca/processing.html> for current processing dates and expedite service timeframes.

YES, I would like to request Expedited Service!

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## Information Validation

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

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**Service Request No : 111647202**


**Information Validation**

You must answer the following questions before proceeding

I certify that a copy of the completed, signed documents have been attached. Yes  No


## Payment

Enter your Visa or Mastercard information:



Cardholder Name

Card Number

MMYY  CVV 

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Total \$60.00

## Receipt

Print the receipt, if required.

Click on Continue.

### 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](mailto:companies@gov.mb.ca)

Cardholder Name :	charming
Service Request No :	111647202
Description of Goods :	ALTERATION IN MEMBERSHIP, Registry Number 10114607
Amount :	\$60.00 CAD
Date :	2024-07-10 11:02:09 Eastern
Reference Number :	660145000016232340
Response Code :	a/01
Authorization Code :	T36513

Approved - Thank you.

Companies Online

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**Service Request No : 111647202**

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**Your service request has been submitted for Internal Review.**

Companies Office staff will review and respond to your submission as quickly as possible. To check the date we are currently processing, please visit our website at <http://www.companiesoffice.gov.mb.ca/processing.html>

Service Request Number :	<input type="text" value="111647202"/>
Registry Number :	<input type="text" value="10114607"/>
Entity Name :	<input type="text" value="MY PARTNERSHIP TEST"/>
Registrant Type :	<input type="text" value="BUSINESS NAME"/>
Registrant Sub Type :	<input type="text" value="PARTNERSHIP"/>
Event Type :	<input type="text" value="ALTERATION IN MEMBERSHIP"/>
Effective Date :	<input type="text" value="10-JUL-2024"/>
Client Reference Number (Optional):	<input type="text"/>

Once the documents have been processed, the following will be emailed:

- Record of Filing (attach it to your copy of the Change of Registrants form)
- Invoice

**Note:** Keep a copy of the Record of Filing with your signed copy of the Change of Registrants form.

## Important Information

Remember the username and password used to file this Service Request. You will need it if you:

1. Receive an email indicating that the Service Request has been returned to you for corrections. You have 5 days to make the corrections and re-submit the Service Request. Login with this Username and click on the link in the yellow bar to display your returned Service Request:

Incomplete Service Requests(s) - click the <a href="#">Service Request Number</a> in the list below (A service request will be cancelled 5 days after the date shown) <span style="float: right;"><a href="#">Hide</a></span>				
Service Request Number	Event	Registry Number / Entity Name	Status <sup>▲</sup>	Date
<a href="#">111645929</a>	BUSINESS NAME - REGISTRATION	10114906 / 10114906 MANITOBA	** Returned for Correction **	21-Jun-2024

2. Need to file documents online to update this registration in the future.