

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 registration or renewal online with this username).

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">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	<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 Entity Search 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">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 of Address

Companies Online	Main Menu Log Off
------------------	---------------------

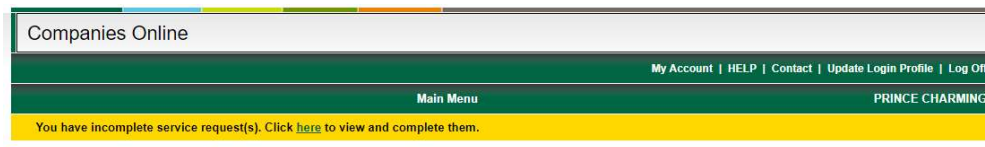
Select one of the following:

- [Change in a Limited Liability Partnership](#)
- [Change of Address](#)
- [Change of Business Name](#)
- [Dissolution](#)
- [Nature of Business](#)
- [Power of Attorney](#)

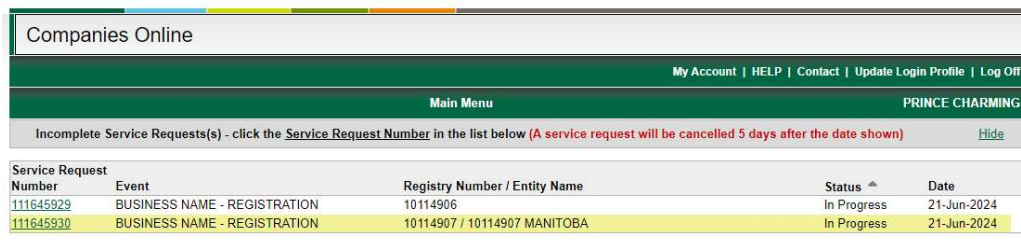
Don't see the event type you're looking for? [Contact](#) the Companies Office.

Service Request.

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 'Incomplete Service Requests(s)' page. It features a table with the following data:

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

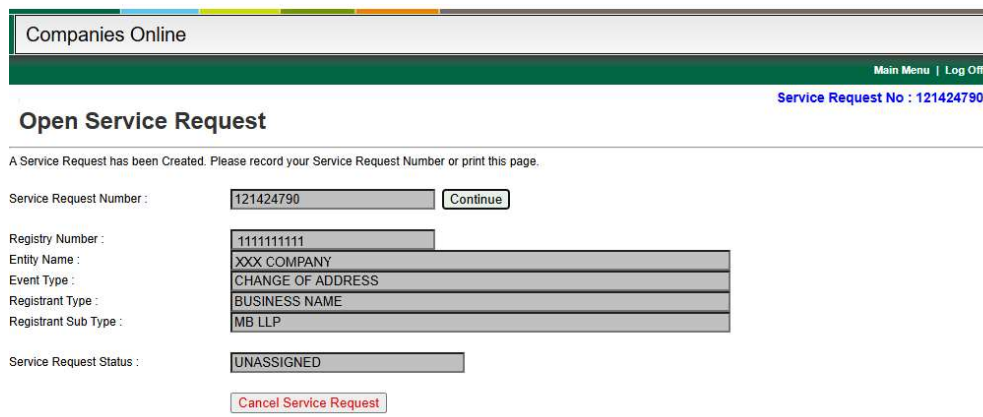
Below the table, there is a 'Hide' link and a note: 'Incomplete Service Requests(s) - click the [Service Request Number](#) in the list below (A service request will be cancelled 5 days after the date shown)'. A 'Hide' link is also present at the end of the table.

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.

Open Service Request

Click on Continue



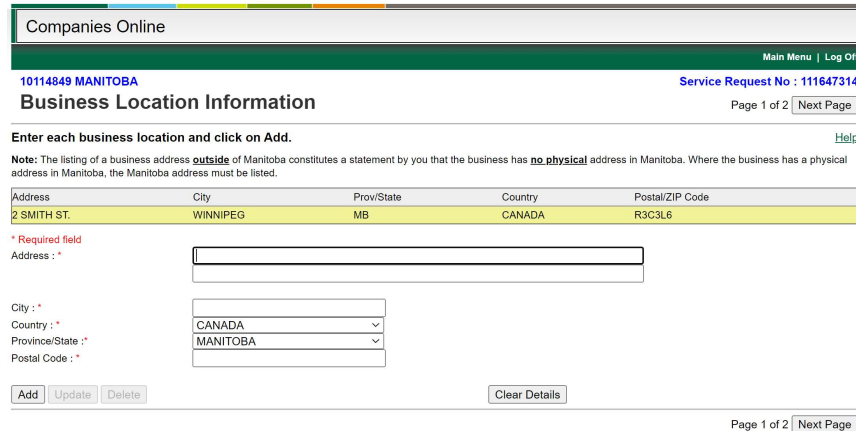
The screenshot shows the 'Open Service Request' form. It includes the following fields and buttons:

- Service Request Number:** 121424790 (with a 'Continue' button)
- Registry Number:** 111111111
- Entity Name:** XXX COMPANY
- Event Type:** CHANGE OF ADDRESS
- Registrant Type:** BUSINESS NAME
- Registrant Sub Type:** MB LLP
- Service Request Status:** UNASSIGNED
- Buttons:** 'Cancel Service Request' (in red)

At the top of the form, it says 'A Service Request has been Created. Please record your Service Request Number or print this page.' and 'Service Request No : 121424790'.

Business Location Information

- The current Business Address will be displayed in list (highlighted in yellow)



Companies Online

Main Menu | Log Off

10114849 MANITOBA Service Request No : 111647314

Business Location Information

Page 1 of 2 | Next Page

Enter each business location and click on Add. [Help](#)

Note: The listing of a business address outside of Manitoba constitutes a statement by you that the business has no physical address in Manitoba. Where the business has a physical address in Manitoba, the Manitoba address must be listed.

Address	City	Prov/State	Country	Postal/ZIP Code
2 SMITH ST.	WINNIPEG	MB	CANADA	R3C3L6

* Required field

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

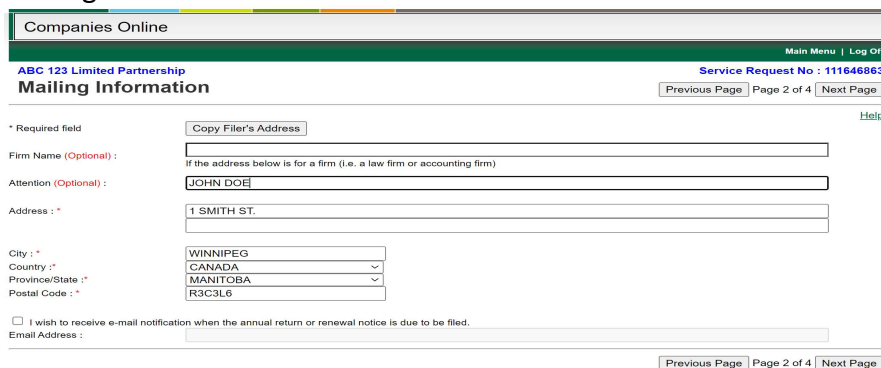
Add Update Delete Clear Details

Page 1 of 2 | Next Page

- To delete the address:
 - Click on the address in the list (the address will appear in the data entry fields)
 - Click on Delete
- To update the address:
 - Click on the address in the list (the address will appear in the data entry fields)
 - Update the address using the data entry fields and click on Update.
- To add an address:
 - Enter the new address using the data entry fields and click on Add (if the button is disabled, click on Clear Details, and try again)
- Click on Next Page.

Mailing Information

- Update Mailing Address if required.
- Click on Next Page



Companies Online

Main Menu | Log Off

ABC 123 Limited Partnership Service Request No : 111646863

Mailing Information

Previous Page | Page 2 of 4 | Next Page

* Required field

Copy Filer's Address

Firm Name (Optional) :

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

Attention (Optional) : JOHN DOE

Address : * 1 SMITH ST.

City : * WINNIPEG

Country : * CANADA

Province/State : * MANITOBA

Postal Code : * R3C3L6

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 4 | Next Page

Owner/Partner Information Update

The current Owner/Partner Information will be displayed in list (highlighted in yellow) and only the address can be updated.

- To update the address:
 - Click on the address in the list (the address will appear in the data entry fields)

- Update the address using the data entry fields and click on Update.

Companies Online Main Menu | Log Off

XXX PARTNERS Service Request No : 121425375

Partner Information

Previous Page Page 3 of 4 Next Page

[Help](#)

Name	Entity Name	Address
JANE DOE		1010 - 405 BROADWAY
JOHN DOE		1010 - 405 BROADWAY

* Required field

Registry No : *

Entity Name : *

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

Previous Page Page 3 of 4 Next Page

Note: If a Corporation is the Registrant, you will be unable to update the address

Confirmation

- Client Reference Number (optional): Leave blank.
- Click on the Pre-Registration Report button:

Companies Online Main Menu | Log Off

Service Request No : 111647280

Confirmation

Client Reference No. (Optional)

Click on the Pre-Registration Report button to view the information you have entered.

Pre-Registration Report

Review the report.

- If the Business Location information is correct, click on Complete at the top of the report.
- If the Business Location information is incorrect, click on Fix Error at the top of the report.

Information Validation

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

Companies Online

Main Menu | Log Off

Service Request No : 121425375

Information Validation

You must answer the following questions before proceeding : SCHULTZ SPECIALTIES

I certify that I am authorized by the registrant(s) of this Business Name to file this document with the Director under The Business Names Registration Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>
--	---

Service Request Completed

- Click on View File Summary
- Print or save this report for your records.

Companies Online

Main Menu | Log Off

Service Request No : 121425375

XXX PARTNERS
Service Request No : 121425375

Service Request Completed. Thank You!

Service Request Completed. Thank You!

Please print this page.

Your account has been charged (Cd\$) :	0.00
Service Request Number :	121425375
Registry Number :	
Entity Name :	XXX PARTNERS
Registrant Type :	BUSINESS NAME
Registrant Sub Type :	PARTNERSHIP
Event Type :	CHANGE OF ADDRESS
Effective Date :	03-NOV-2025
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.