

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

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

## Main Menu

Select Incorporate a Business Corporation

Companies Online		
My Account   HELP   Contact   Update Login Profile   Log Off		
Main Menu		JANE DOE
<b>Annual Return/Renewal</b> <ul style="list-style-type: none"> <li><a href="#">File my Annual Return</a></li> <li><a href="#">File my Renewal</a></li> <li><a href="#">Create Paper Copies</a></li> <li><a href="#">Request a new barcode to file Annual Return / Renewal</a></li> </ul>	<b>Reserve a Name</b> <ul style="list-style-type: none"> <li><a href="#">Submit a Name Reservation Request to see if a name is available for registration/incorporation</a></li> </ul>	<b>Incorporate/Register</b> <ul style="list-style-type: none"> <li><a href="#">Incorporate a Business Corporation</a></li> <li><a href="#">Incorporate a Non-Profit Corporation</a></li> <li><a href="#">Register a Sole Proprietorship with Individual Registrant</a></li> <li><a href="#">Register a Sole Proprietorship (by another business or corporation)</a></li> <li><a href="#">Register a Partnership</a></li> </ul>
<b>Information on Entities</b>		<b>General Information</b>
<ul style="list-style-type: none"> <li><a href="#">Search by Name/Number</a></li> <li><a href="#">Certificate of Status</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li> <li><a href="#">Help Manual</a></li> </ul>
<b>New West Partnership</b>		
British Columbia, Alberta, or Saskatchewan		
<ul style="list-style-type: none"> <li><a href="#">Register a Business Corporation</a></li> <li><a href="#">Register a Limited Partnership</a></li> </ul>		

## Open Service Request

- Click on Continue

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<b>Open Service Request</b>	
A Service Request has been Created. Please record your Service Request Number or print this page.	
Service Request Number :	102530821 <a href="#">Continue</a>
Registry Number :	
Entity Name :	
Event Type :	INCORPORATION
Registrant Type :	BUSINESS CORPORATION
Registrant Sub Type :	MB SHARE CORPORATION
Service Request Status :	UNASSIGNED
<a href="#">Cancel Service Request</a>	

**Note:** You have 5 days to complete the Articles of Incorporation once you start filing them 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 Articles of Incorporation at a later date. However, after 5 days the Service Request is cancelled and will no longer appear on your Main Menu screen. If that occurs you will need to start from the beginning again.

## Name Selection

- **Named Business** - I have searched and reserved the name I wish to use  
Enter the Reservation Number and click on Lookup. The reserved name will be displayed.

**Note:** Please contact the Companies Office at (204) 945-1707 for assistance if you receive an error after entering your reservation number.

or

- **Numbered Name** – I wish to register a number company in Manitoba  
Click on the drop-down to select the ending to the corporate name.

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### Name Selection

The name you wish to use for your Corporation or Business Name must be reserved before you can proceed. [Help](#)

☐ I have searched and reserved the name I wish to use:  
Enter Reservation Number :  -    
Reserved Name :   
OR

☒ I wish to register a numbered company in Manitoba:  
10026562 MANITOBA 

LTD.  
CORP.  
CORPORATION  
INC.  
INCORPORATED  
INCORPORÉE  
LIMITED  
LIMITÉE  
LTÉE.

Next Page

- Click on Next Page
- A pop-up screen will display requesting confirmation that you wish to proceed with the incorporation of the name selected. If correct, select Yes to continue.

## Mailing Information

This is the address where Annual Returns will be sent.

TIP - Click on the Copy Filer's Address button to populate the information from the login account.  
Otherwise enter the following information:

- **Mailing Address Name:** Leave this blank
- **Attention:** Can be left blank or could contain the name of a Director or Incorporator
- **Address:** Enter the mailing address
- **Email Address:** If you want to receive Annual Return notifications by email, provide the email address where the notification should be sent..
- Click on Next Page

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10026562 MANITOBA LTD. Service Request No : 102530821

### Mailing Information

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\* Required field

Copy Filer's Address

Mailing Address Name :

Attention :

JANE DOE

Address : \*

1 SOMEWHERE STREET

City : \*

WINNIPEG

Country : \*

CANADA

Province/State : \*

MANITOBA

Postal Code : \*

R3C3L6

☐

wish to receive e-mail notification when the annual return or renewal notice is due to be filed.

Email Address :

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## Registered Office Address

- The Registered Office Address is where the books and records of the corporation are maintained.
- A full civic address in Manitoba is required together with the postal code.
- A post office box alone in Winnipeg or Brandon is not acceptable.

- Click on the Copy Mailing Address button or enter the address
- Click on Next Page

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10026562 MANITOBA LTD.

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### Registered Office Information

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

[Help](#)

\* Required field

Copy Mailing Address

Address : \*1 SOMEWHERE STREET

City : \*WINNIPEG

Country : \*CANADA

Province/State : \*MANITOBA

Postal Code : \*R3C3L6

Effective date, if changing address :

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## Articles of Incorporation

**Note:** Pre-defined clauses often used by incorporators that are acceptable to the Director to cover some very basic kinds of share structures have been provided. These example structures may not meet all the legal and financial requirements of your situation. Therefore, you should contact a lawyer or accountant to determine what may be best for you.

### 1. The classes and any maximum number of shares that the corporation is authorized to issue

Shares represent ownership in a corporation. When a share is issued, the holder of the share becomes a shareholder in the corporation. Therefore, all share capital corporations must be authorized to issue shares of one or more class (type).

This section must be completed showing the names of the classes of shares, and any maximum number for each class, that the corporation **will be** authorized to issue. This does not mean that the shares have been issued, only that the corporation could issue these shares if desired. Shares are issued only when they have been purchased from the corporation.

- The corporation may or may not require more than one class of shares. There is no limit on the number of classes of shares that can be authorized.
- Share classes can be assigned various names. They may be referred to as Common Shares, Preferred Shares, Class A Shares, Class B Shares, Class B Preferred Shares, Class 1 Shares, Class 2 Shares, etc.
- Providing a “maximum number” for any class of shares is optional. You may:
  - Provide a maximum number for each class of shares, or
  - State “unlimited” for each class of shares, or
  - Provide no limits on the number of shares that can be issued for each class of shares

Percentages (%) of ownership are not acceptable as this is not the information that is required in this section.

A corporation’s share structure can be very simple or it can be very complex. There may be significant tax consequences based on how a corporation’s share structure is set up. Professional advice from your lawyer or accountant may be required in order to properly complete this section.

- **Choose one of the two options**
  - If you choose the pre-defined text, the text box will be populated with the share information.
  - If you choose “Enter your Own”, please enter the information in the text box provided below.

## **2. The rights, privileges, restrictions and conditions attaching to the shares, if any**

If the corporation will be authorized to issue more than one class of shares, each class of shares will need to have different rights and restrictions. Setting different rights and restrictions to the classes of shares, determine what the holder of these shares will be entitled to. One very basic example is setting the voting rights for the classes of shares. Others may include the rights to dividends or the return of property on the dissolution or winding up of the corporation. There may be significant tax consequences based on what the rights, restrictions and conditions are for particular classes of shares. Professional advice from your lawyer or accountant may be required in order to properly complete this section.

If there is only one class of shares then you may or may not want to detail the rights and restrictions of that one class. If there is only one class of shares, and no restrictions are being provided, please insert “Not Applicable”. If you choose this route, subsection 24(4) of The Corporations Act provides that each share will have the right:

- To vote at all meetings of shareholders except meetings at which only holders of a specified class of shares are entitled to vote;
- To receive any dividend declared by the corporation; and
- To receive the remaining property of the corporation upon a dissolution.

- **Choose one of the two options**

- If you choose the pre-defined text, the text box will be populated with the share restrictions.
- If you choose “Enter your Own”, please enter the information in the text box provided below.

## **3. Restrictions, if any, on Share Transfers**

When shares are issued, the shareholders may resell their shares unless there are specific restrictions that enable the shareholders and directors to control who holds shares in the corporation by requiring some type of approval before shares can be transferred.

A restriction on share transfers can be almost whatever you would like it to be. Two common restrictions that are used are to prohibit the transfer of shares without approval of the Board of Directors, or without approval of a certain percentage of the other shareholders.

Unless you are planning to trade shares publicly, and you have consulted with The Manitoba Securities Commission on this point, you may wish to provide at least one restriction on the transfer of shares.

- **Choose one of the three options**

- If you choose the pre-defined text, the text box will be populated with the share transfer restrictions.
- If there are no restrictions, select “None”
- If you choose “Enter your Own”, please enter the information in the text box provided below.

#### **4. Restrictions, if any, on business the corporation may carry on**

While most companies do not restrict what business activities the corporation may carry on, there may be reasons why restrictions need to be included.

- **Choose one of the two options**
  - If there are no restrictions, select “None”
  - If you choose “Enter your Own”, please enter the information in the text box provided below.

#### **5. Other provisions, if any**

Additional provisions in the Articles of Incorporation can be included in this section. This may include clauses to satisfy requirements of other legislation or institutions.

- **Choose one of the two options**
  - If there are no restrictions, select “None”
  - If you choose “Enter your Own”, please enter the information in the text box provided below.

#### **Number of Directors**

Ensure the number of directors (or minimum/maximum) entered in this section matches the number of directors entered on the Director Information screen.

- Choose one of the two options
  - Fixed Number of Directors
  - Minimum/Maximum:
- Click on Next Page

## Director Information

A director must:

- Be at least 18 years old
- Not be in “bankrupt” status (a person who has previously been bankrupt may be a director after they have received their full discharge).
- Be an individual (a corporation cannot be a director)

Note: At least 25% of the directors must be residents of Canada.

### To add a director:

- Enter the Director’s full name and address (initials are not acceptable).
- Click on Add button to add the individual to the grid.
- Repeat until each Director has been added to the grid.
- Click on Next Page

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## Director Information

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Enter the name and address of each person who is a Director of the corporation and click on Add.

Role	Name	Address
Enter information below to add to list of Directors/Officers.		

☒ Director

\* Required field

First Name : \*

Middle Name :

Last Name : \*

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code :

JANE  
  
 DOE  
 1 SOMEWHERE STREET  
  
 WINNIPEG  
 CANADA  
 MANITOBA  
 R3C3L6

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## Incorporator Information

An Incorporator must:

- If an individual, be at least 18 years of age;
- Not be in “bankrupt” status (a person who has previously been bankrupt may be an incorporator after they have received their full discharge).

Provide the full names and home addresses of all incorporators. Initials are not acceptable.

The names of the Directors have been pre-populated as incorporators. Make changes if required. Any director not listed as an incorporator will need to sign Consent to Act as First Director form. This form must be scanned and a pdf copy attached to the Articles on the Documents to Attach screen.

- Make changes, if necessary
- Click on Next Page

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## Incorporator Information

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The list below contains the names of the incorporators. You may update this listing to add more incorporators or to remove any individual who is not an incorporator.

Note : Directors who are not incorporators must complete and sign a Consent to Act as a First Director form.

\* Required field

Name	Entity Name	Address
DOE, JANE		1 SOMEWHERE STREET WINNIPEG, MB CANADA R3C3L6

Add
Update
Delete

☒ Individual
☐ Entity on record in Manitoba

Registry No :

(Enter the Registry Number and click on the Look Up button)

Entity Name :

First Name : \*

Middle Name :

Last Name : \*

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code :

Add
Update
Delete

Clear Details

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## Nature of Business

- **Named Corporation:** Nature of Business will be pre-populated from the Name Reservation.
- **Numbered Corporation:** The Nature of Business will default to “Miscellaneous Services”.
- Make changes, if necessary
- Click on Next Page

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<b>Nature of Business</b>	<a href="#">Previous Page</a> Page 6 of 8 <a href="#">Next Page</a>

\* Required field

Please be specific in your description; terms such as manufacturing, consulting, etc. are vague and require further clarification.

Nature of Business : \*

MISCELLANEOUS SERVICES

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## Documents to Attach (Conditional – Proceed to next page if this screen doesn't display)

- Screen only appears if a consent was required on the approved Name Reservation.
- Consent must be signed, scanned and saved as a PDF before it can be attached in the system.

- Click on the Browse button
- Find the scanned copy of the completed and signed document.
- Click on the Upload Button. When uploaded, the document will be listed in the grid
- Repeat steps until all of your documents are uploaded.
- Click on Next Page



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1234567 MANITOBA
Service Request No : 100156520

### Documents to Attach

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Document ID	File Name
28	Consent form.pdf

[Help](#)

Copies of documents must be attached if :

1. One or more of the directors is not an incorporator. A Consent to Act as a First Director form must be completed, signed and attached.
- OR
2. A consent was required as a condition on the approval of the Name Reservation. A signed copy of the consent must be attached.

File Name :  [Browse...](#) [Upload](#)

Attach documents in .pdf format only

[Delete](#)

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### Delete a Document

- Click on the document to be deleted in the Documents Attached grid.
- Click on the **Delete** button. The document should no longer be listed in the Documents Attached grid.

## Confirmation

- **Client Reference Number:** Leave blank
- **Effective Date:** Documents can be dated up to 30 days in the future. **Note:** documents will be processed and released after this date.
- **Expedited Service:** This option only displays if you entered your “own” text in the Articles section or were required to attach a document. Select the checkbox if you require a “guarantee” that your documents will be completed within 2 working days. There is an additional \$200.00 fee charged for this service.
- **Click on the Pre-Registration Report button**

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10130708 MANITOBA LTD. Service Request No : 112380948

### Confirmation

Client Reference No. (Optional):

☐ Effective Date (Optional):

05-DEC-2022

(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!

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

Pre-Registration Report

## 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 - Submit For Review

**This report contains the information you entered into the system.**

**You need to check and verify that this information is correct before proceeding.**



#### Pre-Registration Report

Registry No : 10026562  
Entity Name : 10026562 MANITOBA LTD.

As of : 12-Dec-2021

Entity Name : 10026562 MANITOBA LTD.  
Registry No : 10026562  
Current Status : Active

Entity Type : BUSINESS CORPORATION  
Entity Sub Type : MB SHARE CORPORATION

Nature of Business : MISCELLANEOUS SERVICES  
NAICS Code : 551113

Registered Office Address :  
Address : 1 SOMEWHERE STREET

### Information Validation:

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

Companies Online	
<a href="#">Main Menu</a>   <a href="#">Log Off</a>	
10026562 MANITOBA LTD. <span style="float: right;">Service Request No : 102530821</span>	
<b>Information Validation</b>	
You must answer the following questions before proceeding : 10026562 MANITOBA LTD.	
I have satisfied myself that, the proposed name of the corporation is not the same as or similar to the name of any known body corporate, association, partnership, individual or business so as to be likely to confuse or mislead.	Yes <input checked="" type="radio"/> No <input type="radio"/>
I certify that I am authorized by the incorporator(s) to file these Articles of Incorporation with the Director under The Corporations Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input type="button" value="Proceed"/>	

### Enter Credit Card



Cardholder Name

JANE DOE

Card Number

5454545454545454

MMYY

1123

CWV ?

234|

Total **\$350.00**

## Receipt

- Print a copy for your records. You will still obtain a receipt when you receive a copy of the documents.
- Click on Continue

Companies Online	
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<b>Transaction Approved - Payment Details</b>	
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 :	102530821
Description of Goods :	INCORPORATION, Registry Number 10026562
Amount :	\$350.00 CAD
Date :	2021-12-12 19:28:12Eastern
Reference Number :	660144980010241800
Response Code :	1/01
Authorization Code :	726528
Approved - Thank you.	
<input type="button" value="Continue"/>	

## Your Service Request may be Submitted for Internal Review or Completed Online

- If Completed Online, click on the File Summary button to generate a file summary of the information entered.

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10026562 MANITOBA LTD.	Service Request No : 102530821
<b>Your service request has been submitted for Internal Review.</b>	
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 <a href="http://www.companiesoffice.gov.mb.ca/processing.html">http://www.companiesoffice.gov.mb.ca/processing.html</a>	
Service Request Number :	102530821
Registry Number :	10026562
Entity Name :	10026562 MANITOBA LTD.
Registrant Type :	BUSINESS CORPORATION
Registrant Sub Type :	MB SHARE CORPORATION
Event Type :	INCORPORATION
Effective Date :	12-DEC-2021
Client Reference Number (Optional):	

Once the documents have been reviewed and processed, you will receive an email containing the Certificate and Articles of Incorporation and a receipt for the fees paid.

## IMPORTANT INFORMATION

Please retain the Userid and Password that you used to incorporate online. Your account has been updated so that you can file the following documents online for this corporation:

- Annual Return
- Change of Directors or Officers
- Change of Shareholders
- Change of Registered Office Address
- Change of Mailing Address
- Articles of Amendment to change the name of the corporation
- Power of Attorney (if required)