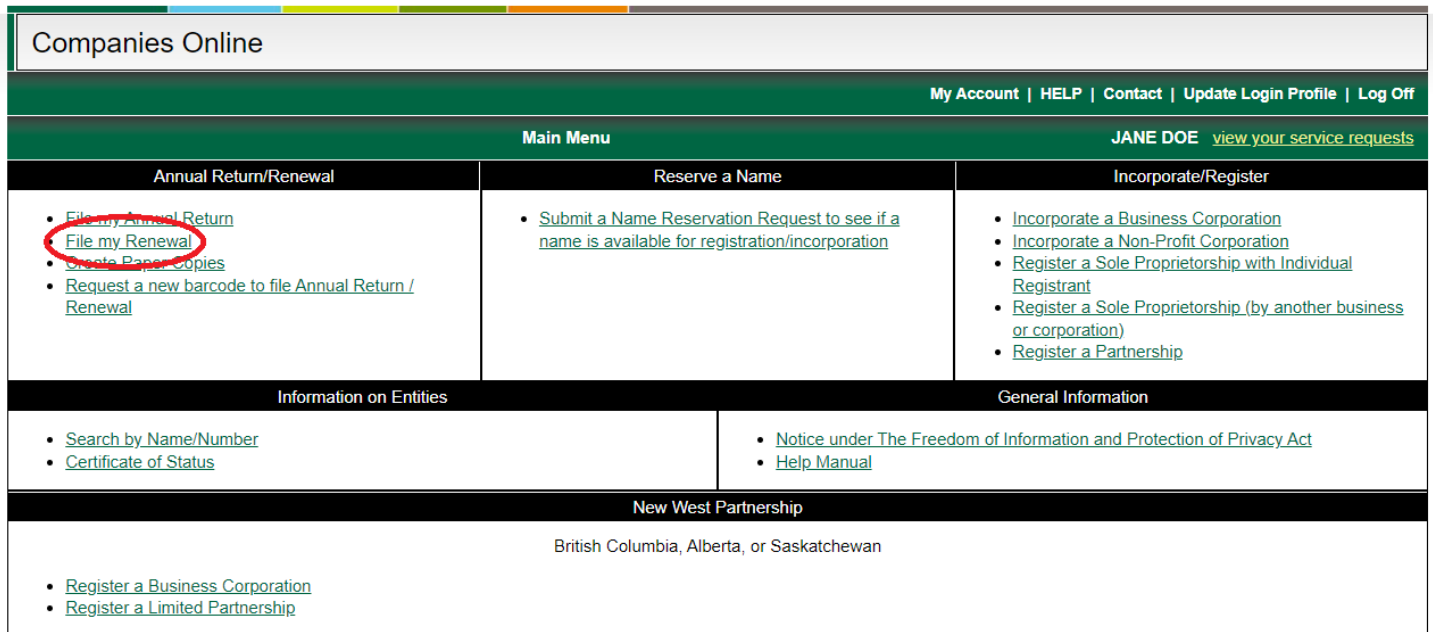


To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

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

Main Menu

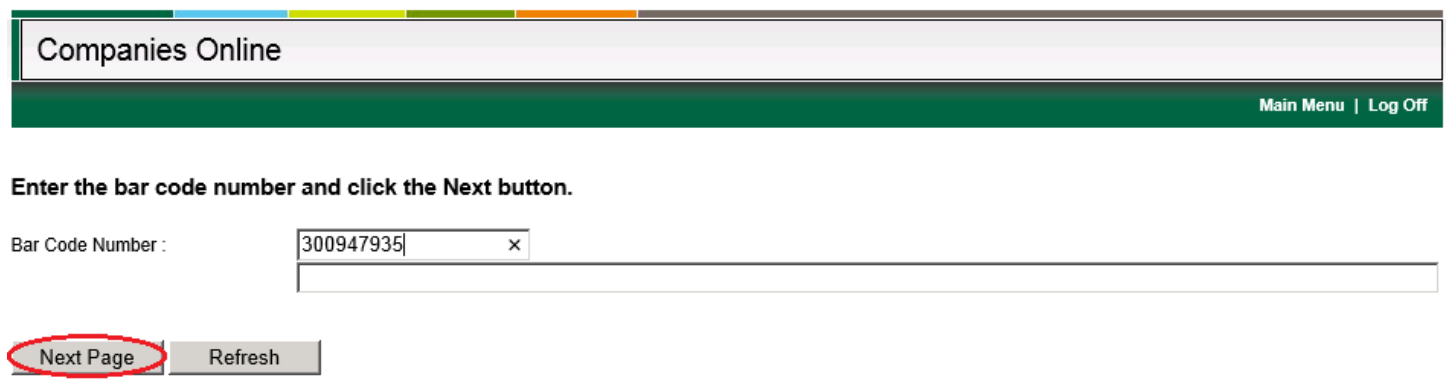
- Select File my Renewal



The screenshot shows the 'Companies Online' main menu. At the top, there is a navigation bar with 'My Account | HELP | Contact | Update Login Profile | Log Off'. Below this, the user is identified as 'JANE DOE' with a link to 'view your service requests'. The main menu is divided into three columns: 'Annual Return/Renewal', 'Reserve a Name', and 'Incorporate/Register'. The 'Annual Return/Renewal' column contains links for 'File my Annual Return', 'File my Renewal' (circled in red), 'Create Paper Copies', and 'Request a new barcode to file Annual Return / Renewal'. The 'Reserve a Name' column contains a link to 'Submit a Name Reservation Request to see if a name is available for registration/incorporation'. The 'Incorporate/Register' column contains links for '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)', and 'Register a Partnership'. Below these columns are sections for 'Information on Entities' (with links for 'Search by Name/Number' and 'Certificate of Status'), 'General Information' (with links for 'Notice under The Freedom of Information and Protection of Privacy Act' and 'Help Manual'), and 'New West Partnership' (with links for 'Register a Business Corporation' and 'Register a Limited Partnership').

Barcode Number

- Enter the Barcode Number located in the top left corner of the Renewal or in the email notification that you received
- Click on Next Page



The screenshot shows the 'Barcode Number' entry form. At the top, there is a navigation bar with 'Main Menu | Log Off'. Below this, the text 'Enter the bar code number and click the Next button.' is displayed. The form consists of a text input field labeled 'Bar Code Number :'. The field contains the value '300947935' and has a small 'x' icon to clear the field. Below the input field is a 'Next Page' button (circled in red) and a 'Refresh' button.

Open Service Request

- Click on Continue

Companies Online

Main Menu | Log Off

10011493 MANITOBA
Service Request No : 300947946

Open Service Request

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

Service Request Number : Continue

Registry Number :

Entity Name :

Event Type :

Registrant Type :

Registrant Sub Type :

Service Request Status :

Cancel Service Request

Note: You have 5 days to complete the Renewal 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 Renewal 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 Request a new barcode and start from the beginning or contact the Companies Office at (204) 945-2500.

Companies Online

My Account | HELP | Contact | Update Login Profile | Log Off

Main Menu

JANE DOE [view your service requests](#)

Annual Return/Renewal	Reserve a Name	Incorporate/Register
<ul style="list-style-type: none"> File my Annual Return File my Renewal Create Paper Copies <li style="border: 1px solid red; border-radius: 15px; padding: 2px;">Request a new barcode to file Annual Return / Renewal 	<ul style="list-style-type: none"> Submit a Name Reservation Request to see if a name is available for registration/incorporation 	<ul style="list-style-type: none"> 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

General Information

- Review the information. Contact the Companies Office if any information is incorrect.
- Click on Next Page

Companies Online Main Menu | Log Off

10011493 MANITOBA

Service Request No : 300947946

General Information

Page 1 of 6 [Next Page](#)

* Required field

Entity Name :

Registration Date :

Annual Return/Renewal Date :

Business Number :

Last Filing year :

Page 1 of 6 [Next Page](#)

Business Location Address

More than one business location can be entered.

Box numbers in Winnipeg and Brandon are not acceptable online. Please complete a paper application.

If no changes are required, click on Next Page

To update a Business Location

- Select the address in the grid
- Update the business location address (including postal code)
- Click on Update
- Click on Next Page

To add a new Business Location

- Click on the Clear Details button
- Enter the Address
- Click on Add
- Click on Next Page

Companies Online Main Menu | Log Off

10011493 MANITOBA Service Request No : 300947946

Business Location Information

Previous Page | Page 2 of 6 | 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
1 SMITH STREET	WINNIPEG	MB	CANADA	R3C3L6

*** Required field**

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

Previous Page | Page 2 of 6 | **Next Page**

Mailing Address

The Mailing Address is the address where the Renewals will be sent.

- Update the address, if necessary.
- Email Address - If you want to receive an e-mail notification when your Renewal is due, select the checkbox and enter your email address.
- Click on Next Page

Companies Online

Main Menu | Log Off

10011493 MANITOBA Service Request No : 300947946

Mailing Information Previous Page Page 3 of 6 Next Page

[Help](#)

* Required field Copy Filer's Address

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 3 of 6 **Next Page**

Owner / Partner Information

- No changes can be made to the registrants on a renewal. If the registrants have changed, please contact the Companies Office.
- If a registrant has changed their name, please contact the Companies Office.
- If the registrant is an individual, their address can be updated. However, if there isn't at least one registrant residing in Manitoba, you will not be able to file the renewal online, unless a Power of Attorney is already on record.
- If the registrant is another business or corporation and the address information is incorrect, please file a Change of Mailing Address on that entity first.

- Select the registrant (individuals only) in the grid
- Update their address, if required
- Click on Update
- Once all changes have been made, Click on Next Page

Companies Online

Main Menu | Log Off

10011493 MANITOBA Service Request No : 300947946

Partner Information

Page 4 of 6

This screen lists the current Partners of this Business Name. If the Partners have changed, you cannot file the Renewal Notice. Please contact Companies Office at (204) 945-2500 for further information. [Help](#)

Name	Entity Name	Firm	Address
DOE, JANE			1 SMITH STREET WINNIPEG, MB CANADA
DOE, JOHN			1 SMITH STREET WINNIPEG, MB CANADA

*** Required field**

Registry No :

Entity Name :

Firm Name :

First Name : *

Middle Name :

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

Page 4 of 6

Nature of Business

- The Nature of Business may be pre-populated. Make changes if needed.
- Click on Next Page

Companies Online Main Menu | Log Off

10011493 MANITOBA Service Request No : 300947946

Nature of Business

[Previous Page](#) | Page 5 of 6 | [Next Page](#)

*** Required field**

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

Nature of Business : *

Confirmation

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

Companies Online Main Menu | Log Off

10130717 MANITOBA Service Request No : 112381039

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 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

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 : 10011493
Entity Name : 10011493 MANITOBA

As of : 17-Feb-2018

Entity Name : 10011493 MANITOBA
Registry No : 10011493
Current Status : Active

Entity Type : BUSINESS NAME
Entity Sub Type : PARTNERSHIP

Information Validation

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

Companies Online

[Main Menu](#) | [Log Off](#)

10011493 MANITOBA

Service Request No : 300947946

Information Validation



You must answer the following questions before proceeding : 10011493 MANITOBA

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 No


[Proceed](#)

Enter Credit Card

Cardholder Name

Card Number

MMYY CV 

Total \$60.00

Receipt

- Print a copy for your records

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 : 300947946
Description of Goods : RENEWAL, Registry Number 10011493
Amount : \$60.00 CAD
Date : 2018-02-17 21:29:33Eastern
Reference Number : 660144980012580500
Response Code : 1/01
Authorization Code : 829571

Approved - Thank you.

Service Request Completed

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

Companies Online
Main Menu Log Off

10011493 MANITOBA

Service Request No : 300947946

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\$) :	60.00
Service Request Number :	300947946
Registry Number :	10011493
Entity Name :	10011493 MANITOBA
Registrant Type :	BUSINESS NAME
Registrant Sub Type :	PARTNERSHIP
Event Type :	RENEWAL
Client Reference Number (Optional):	

IMPORTANT INFORMATION

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

- Change of Business Location
- Change of Mailing Address
- Renewal