

Extrajovincial Annual Report

Overview

Filing an Extrajovincial Annual Report

The following overview provides the information you need to file an Extrajovincial Annual Report. For business or legal advice, you should go to a small business consultant or a lawyer.


In addition, you can contact a [service provider](#) who will file your form on your behalf for a fee.

Click on a particular topic of interest below, or read the whole guide using the scroll bar.

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[Form 35 - Extrajovincial Annual Report](#)

 You may wish to fill in the paper form so that all your information is in order before you complete the form electronically.

To view the downloads, you require Adobe Acrobat Reader



Background

The requirement for an Alberta company to file an extrajovincial annual report in BC was eliminated under the Trade Investment and Labour Mobility Agreement effective April 27, 2009. The requirement for a Saskatchewan company to file an extrajovincial annual report in BC was eliminated under the New West Partnership Trade Agreement effective July 1, 2012.

For more information, read the [Frequently Asked Questions](#).

Every foreign entity that is registered as an extrajovincial company in BC must file an annual report within two months of its anniversary date of registration. The annual report filing reminds the extrajovincial company to promptly file any change to the information shown in the Corporate Register. It also tells the Corporate Registry that the extrajovincial company is continuing to carry on business in BC.



If a company does not file its annual report within two months of its anniversary date of registration it will not be in good standing.

The registrar may cancel an extrajovincial company if it fails to file in each of two consecutive years an Annual Report required by the *Business Corporations Act*.

A company's annual reports must be filed in consecutive

order.



You do not need a password or access code to file an Extraprovincial Annual Report.

In addition to the annual report filing each year, an extraprovincial company must also file with the Corporate Registry a notice of any change to the information shown in the Corporate Register for the following:

- The extraprovincial company's jurisdiction, either by way of continuation, amalgamation or similar process.
- The identifying number or name of the extraprovincial company.
- The mailing and/or delivery address of the head office or of any attorney for the extraprovincial company.

Unlike the Annual Report filing, these changes must be filed on paper. Visit the [downloads page](#) to obtain the paper forms.



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Important Information

Click on a topic of interest below, or read the whole section using the scroll bar.

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Directors and Officers

The requirement for extraprovincial Companies to update information about their directors and officers on the annual report is no longer a requirement under the *Business Corporations Act*.

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Jurisdiction Information

The extraprovincial company must provide the Corporate Registry with the identifying number in the extraprovincial company's home jurisdiction. This information must be entered on the first annual report filed under the *Business Corporation Act*. Any updates to this information must be filed on a paper form and submitted to registry with the appropriate fees. See the [downloads page](#) to download Form 36 - Notice of Change Respecting Extraprovincial Company.

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Attorney Information

A foreign entity registered as an extraprovincial company MUST have one or more attorneys, unless its head office is in BC. In this case, the foreign entity MAY choose to appoint one or more attorneys, but it is not required. Each attorney for an extraprovincial company must be either,

- an individual who is resident in BC, OR
- a company incorporated in BC.

If the attorney is an individual, the delivery address is the address of the office in BC where the individual can usually be reached between 9 a.m. and 4 p.m. on business days for the delivery of records. Or, if the attorney is a BC company, the delivery address is for the registered office of the company, which must be for a location in BC that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records. A delivery address must not be a post office box.

If the attorney or the attorney's address has changed, visit the [downloads page](#) to obtain Form 38 - Notice of Appointment of Attorney, or, to change the address of an attorney obtain Form 39 - Notice of Change of Address of Attorney.

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Head Office Information

An extraprovincial company must provide the Corporate Registry with any change to the mailing or delivery address of its head office, whether or not its head office is in BC. If the head office address has changed, visit the [downloads page](#) to download Form 36 - Notice of Change Respecting Extraprovincial Company.

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Your Business Number

The Provincial Government of British Columbia has entered into a partnership with the Canada Revenue Agency (CRA) to use the federal Business Number (BN) as a convenient way for businesses to identify themselves when communicating with government.

The Corporate Registry, under the authority of the Business Number Act, is therefore collecting the BN

from both corporations applying for registration and those currently registered in British Columbia.

Your Business Number would be displayed as a 15 character identifier, for example: 82123 5679 RC 0001 on any documents received from the Canada Customs and Revenue Agency. The first nine numbers uniquely identify your business - it's those numbers we need.

[Read more information about the business number.](#)



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Pay and File

Please view the complete draft of your filing by clicking "View Draft Filing" before you pay to ensure all of the information on the form is complete and correct. You require Adobe Acrobat Reader.



See the [fee schedule](#) to review the fee for this filing.



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Your Receipt

When you are presented with the receipt, you will be able to view a print-friendly version of the your filed document and the receipt. You require Adobe Acrobat Reader.



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Getting Started

Before you begin, ensure you have the following information on hand:

1	The company's registration number or business number.
2	The company's identifying number in its home jurisdiction.

While you are completing the form, you can view a draft of all the information you have entered by clicking "View Draft Filing" from the left sidebar. To view the document, you require Adobe Acrobat Reader.



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THIS INFORMATION IS INTENDED AS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE [BUSINESS CORPORATIONS ACT](#) AND THE [REGULATION](#) UNDER THE BUSINESS CORPORATIONS ACT

[Related Topics](#)

[Frequently Asked Questions](#)