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Extrajurisdictional Registration

Overview

Filing an Extrajurisdictional Registration

The following overview provides information on how to register a foreign entity as an extrajurisdictional company in British Columbia. Before you file the Extrajurisdictional Registration, please ensure you read the following information. For business or legal advice, you should go to a small business consultant or a lawyer.

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

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Background

The New West Partnership Trade Agreement (NWPTA) provisions affecting registration of extrajurisdictional companies is now in effect. It enhances the previous agreement, the Trade, Investment and Labour Mobility Agreement. This new agreement requires the Alberta Registry (Service Alberta) to facilitate the registration of an Alberta Company as an extrajurisdictional company in BC. As well, this agreement requires the Saskatchewan Corporate Registry to facilitate the registration of a Saskatchewan company as an extrajurisdictional company in BC.

Therefore this transaction can no longer be used by an Alberta or Saskatchewan company that wants to register as an extrajurisdictional company in BC.

For an Alberta company, go to http://www.servicealberta.gov.ab.ca/Corporate_Registry.cfm for assistance on how to incorporate and register in one step.

For a Saskatchewan company, go to <http://www.isc.ca/corporateregistry/Pages/default.aspx> for assistance on how to incorporate and register in one step.


A foreign entity must apply for a name approval and reservation prior to registering in BC as an extrajurisdictional company. The name reserved must be the foreign entity's own name in its current jurisdiction. If that name is not available, the foreign entity may reserve and adopt an assumed name for use in BC. A name reservation is not required if the foreign entity is a federal corporation.

Prior to completing your electronic filing If your home jurisdiction is formed outside of Canada, you must submit proof of existence (e.g. certificate of status) certified by the foreign entity's home jurisdiction by fax to 250-356-8923 or emailing to BCRegistries@gov.bc.ca Please include your name reservation number.

 Downloads

[Download this overview for printing](#)

[Information to Register a Foreign Entity \(Formed in Canada\) as an Extrajurisdictional Company in British Columbia](#)

 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



If this registration is for a limited liability company (LLC), you must, instead, submit a paper Registration Statement Form 33 to the Corporate Registry. You must also submit proof of existence of the foreign entity, certified by its jurisdiction. [Download Form 33 and Information to Register a Foreign Entity \(Formed Outside of Canada\) as an Extraprovincial Company in British Columbia.](#)



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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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Foreign Jurisdiction Information

The proposed extraprovincial company must provide the Corporate Registry with the foreign entity's corporate number and name in the foreign entity's home jurisdiction. If the foreign corporation resulted from an amalgamation or similar process, enter the jurisdiction in which the most recent amalgamation or similar process occurred. Or, if the corporation has since the later of its incorporation or any amalgamation been continued or otherwise transferred, enter the jurisdiction into which the corporation was most recently continued or transferred.



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Business Number Information

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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Directors

If you do not have a business number (BN9) the name of a director of your corporation must be entered so that the Corporate Registry can request a BN9 for you. The director's name is confidential information and is collected under the authority of the *Business Number Act* for an extraprovincial company. It will not be disclosed to the searching public.



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Head Office Information

The delivery and mailing addresses of the head office for the foreign entity, whether or not the head office is in BC, must be entered. The delivery address must be for a location that is accessible to the public between 9:00 a.m. and 4:00 p.m. on

business days for the delivery of records. The delivery address must not be a post office box.



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Attorney Information

A foreign entity registering as an extrajurisdictional 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 extrajurisdictional company must be either,

- A company incorporated in BC OR
- An individual who is resident 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 9:00 a.m. and 4:00 p.m. on business days for the delivery of records. A delivery address must not be a post office box.

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.



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Notification

There are two notification screens that allow you to indicate how you would like to receive the documents issued by the registrar as a result of filing an extrajurisdictional registration.

The first screen lets you indicate the location to send the official registration documents for the Extrajurisdictional Registration. These documents include a Certificate of Registration and a copy of the Registration Statement.

The second screen lets you indicate how the appointed attorney(s) would like to receive the documents.

In both cases, you can choose to have the documents picked up at the Corporate Registry by agent or courier, emailed or mailed to an address already entered or mailed to another address.

See [Notifications](#) for a list of documents issued by the Corporate Registry as a result of filing an Extrajurisdictional Registration.

Within two to three working days, the staff will sort and prepare the documents for pick up or mail out. If you require copies of your documents prior to them being printed and made ready for pickup or mailing out, you can use the View and Print a Previous Filing function from the Main Menu of Corporate Online to "view" and "print" a copy of these documents for free. However, these documents that you can view and print are not certified copies.



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Company Email Address

The Corporate Registry is beginning to collect company email addresses to make communicating with companies easier and faster in the future.

The email address will only be used by the Corporate Registry to communicate with our customers.



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Annual Report Reminders

Your annual report reminder will be only emailed to the company's email address. This email will remind you to file your next Annual Report.



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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. It is advisable to print your receipt at this time.



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



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.



Assumed Names

A foreign entity that has its own name rejected as not available may reserve and adopt an assumed name for use in British Columbia. In order to complete the registration of an extrajurisdictional company in BC with an assumed name, the foreign entity must provide the registrar with a covering letter, attaching an undertaking to carry on business in BC under an assumed name. [Download a sample wording of the undertaking.](#)

The Names Unit of the BC Registry Services will flag the name reservation to say the undertaking is required before online registration can take place. This flag will not be released and thus the filing of the extrajurisdictional registration will not be able to take place, until the undertaking has been received at the BC Registry Services.



Getting Started

Select "Statement of Extrajurisdictional Registration" from the Services Menu. To access the Services Menu, click "Other filings, services and paper forms" from the Main Menu.

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

1	The name reservation number for the proposed company, if applicable. Assumed name for the proposed company, if applicable.
2	Corporate number assigned to the foreign entity by its current jurisdiction.
3	Current name in the foreign jurisdiction.
4	Foreign entity's date of incorporation, organization or most recent date of amalgamation or continuation.
5	Foreign entity's current jurisdiction of incorporation, organization, amalgamation or continuation.

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



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