BC OnLine

Corporate Registry System User's Guide

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BC OnLine Help Desk Telephone Numbers:

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Elsewhere in BC: 1-800-663-6102 (toll-free)
Outside British Columbia: 1-250-953-8200

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Phone: 250-953-8250
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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold. For example:
Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: `BC OnLine`

Variable input (that you provide) appears in italic Courier font. For example:
Type your *Password*

System messages (and other screen output) appear in bold Courier font. For example:
PASSWORD CHANGE COMPLETED

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip
A way to make your work easier.

Note
Further information about the current subject.

Important
An emphatic note about the current subject.

Caution
An important point that could prevent an inconvenience.

Warning
An important point that could prevent a financial loss, or loss of data.

Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to "tag" each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don't use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

Note

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

If you don't need to use folio tags, just leave the Folio field blank.

Corporate Registry System Main Menu

When you select Corporate Registry from the BC OnLine Main Menu, you will see the Corporate Registry Main Menu.

From this screen you can:

- click **Go to Corporate Online** to access the new Corporate Online system.
- click **Go to Name Requests Online** to access the new Name Requests Online system.
- use the functions in the bottom part of the screen to use the old Corporate Registry System.

Corporate Registry System Overview

The Corporate Registry implemented its new Corporate Online system on March 29, 2004, the same day the *Business Corporations Act* replaced the old *Company Act*. Corporate Online takes over most functions previously provided by the Corporate Registry system, and will eventually replace the old system. Until then, a few functions remain in the old Corporate Registry system.

The new **Corporate Online** system lets you:
- Search for an active or historical BC Company, Extraprovincial Company, or Limited Liability Company.
- Incorporate a new BC Company.
- File an *Annual Report* for a BC Company or Extraprovincial Company.
- Continue a company into BC.
- Amalgamate a BC Company.
- Transition a BC Company.
- Alter company information.
- File a *Notice to Change Directors* or *Notice to Change Offices*.

The new **Name Requests Online** system lets you:
- Submit name approval requests for new firms or corporations. You can add new name requests, update or cancel existing requests (if they have not yet been processed) and monitor the status of your request.

This User's Guide *does not* cover the new **Corporate Online** or **Name Requests Online** functions. This User's Guide covers those functions that have not yet migrated to the new system:
- Viewing Document Ledger Entries (see page 5) lets you view the ledger entries of documents filed with the Corporate Registry. Viewing ledger entries for societies and cooperatives will tell you the date the document was filed, the type of document, and related details of the filing, if applicable.
- Monitor File Request (see page 6) lets you monitor a request for a physical file. Depending on how your BC OnLine account is set up, the Main Menu may or may not include the Monitor File Request function.
- Searching for Active or Historical Firms (see page 7). An active search displays firms which are currently active. An historical search displays the old names of firms which have changed their name or have been dissolved.
- Viewing Active or Historical Corporate Indexes (see page 10). A corporate index search lists all companies in the Corporate Registry. You can view details of company types such as societies, cooperatives, parishes, and other company types that are not yet available in the new Corporate Online system.

Viewing Document Ledger Entries

By viewing ledger entries of documents filed with the Corporate Registry, you can see the document's status, the date the document was filed, the type of document, and any related details of the filing (if applicable).

For company types such as S (BC Society) or CP (Cooperative Association) you can use the View Document Ledger Entries function in the Corporate Registry system.

For company types such as BC (BC Company), A (Extraprovincial Company), or LLC (Limited Liability Company), you must use the new Corporate Online System. To access the new system, click **Go to Corporate Online** in the Corporate Registry Main Menu.

> **Note**
> The Company Types table (see page 16) shows which company types are available through the Corporate Registry, and which are available through Corporate OnLine.

Instructions

In the Corporate Registry Main Menu screen:
1. Select **View Document Ledger Entries**.
2. In the Search Criteria field, type the *company type* and *number* separated by a forward slash (for example, S/123456 or CP/123456).
3. Click **Submit** to go to the Selection List screen.

The Selection List screen displays the status (Active or Historical) and an index of ledger entries, with the newest ones at the top. If there is more than one screen full of names, click **Page Forward** to go ahead a screen and **Page Back** to go back a screen. Click one of the option buttons to select an entry, then click **Submit** to go to the Details screen.

The Details screen may show additional information related to the filing (not all entries have this additional information). At this time, BC OnLine does not provide a host Print option for printing document ledger entry search results, and no fee is charged for displaying them. You can use your browser's Print button to print the search results, sending the text to your local printer.

You can do one of the following:
- Click **Submit** to view the next document ledger entry in the list.
- Click **Page Forward** to go ahead a screen and **Page Back** to go back a screen.
- Click **Return** to go back to the Selection List screen.
- Click **Main Menu** to go to the BC OnLine menu.

Monitor File Request

If your BC OnLine account is authorized to request physical files, you will see two things:

1. When you display a file in the Details screen of a Corporate Index search, a **File Request** button will appear in the BC OnLine button bar. You can use this button to request that the Corporate Registry pull the physical file and set it aside for you to pick up. See Requesting a Physical File on page 13.

2. The "Monitor File Request" function will appear in the Corporate Registry Main Menu. You can use this function to monitor the status of your file requests.

Note

This service is *not* available for BC, A, or LLC company types, and is mostly used for Societies, Cooperatives, and other types.

Instructions

In the Corporate Registry Main Menu screen:

1. Select **Monitor File Request**.
2. In the Search Criteria field, type the *company type* and *number* separated by a forward slash (for example, S/123456 or CP/123456).
3. Click **Submit** to go to the Monitor File Request screen.

Monitor File Request Screen

The Monitor File Request screen displays the file number and name, and indicates the position of your request in the queue. For example if the Queue Position is 3, the requested file is third in the queue (that is, there are two file requests ahead of it).

From this screen you may do one of the following:

- Position your request ahead of all other non-priorized requests by selecting **Priority Request** and clicking **Submit**. At the time of this writing, this costs **$100.00**. If there are already other priority requests for the file, these will remain ahead of your request in the queue.

- Delete your request by selecting **Delete Request** and clicking **Submit**.

Searching for Active or Historical Firms

You can view a list of active or historical firms for no charge.

For company types such as BC (BC Company) and A (Extraprovincial Company) you must use the new Corporate Online System. To access the new system, click **Go to Corporate Online** in the Corporate Registry Main Menu.

Note

The Company Types table (see page 16) shows which company types are available through the Corporate Registry, and which are available through Corporate OnLine.

Instructions

In order to search, you will need to know the name of the firm you seek.

In the Main Menu screen:

1. Click either Active Firms or Historical Firms
2. In the Search Criteria field, type the *name* (or partial name) of the firm.
3. Click the **Submit** button.

If any records match your search criteria, you will go to the Firm Selection List (see page 8).

Tip for Searching by Name

For name searches, we recommend typing in only the first part of the name (for example, to search for AAA Budgie Trainers, you might use AAA as search criteria).

Firm Selection List

The Firm Selection List displays all firm names that match your search criteria. Each search type (Active and Historical) has its own selection list. If no names match your search criteria, no names are displayed. There is no charge for selecting a firm from the selection list and viewing the detailed information.

You can do one of the following:

- View firm details by selecting a name, then clicking **Submit** .
- If there is more than one screen full of names, click **Page Forward** to go ahead a screen and **Page Back** to go back a screen.
- Click **Search Again** to select another search method or change your search criteria.
- You can widen a search by deleting some letters from the end of the search criteria. This may increase the number of matching names.
- Click **Return** to go back to the Corporate Registry system Main Menu screen.
- Click **Main Menu** to go to the BC OnLine menu.

Details Screen

The Details screen appears when you select a firm from the Selection List.

At this time, BC OnLine does not provide a host Print option for firm searches, and does not charge any fee for displaying firm search results. You can use your browser's Print button to print firm search results, sending the text to your local printer.

You can do one of the following:

- If there is more than one screen of information, click **Page Forward** to go ahead a screen and **Page Back** to go back a screen.
- Click **Return** to return to the Main Menu screen.
- Click **Main Menu** to return to the BC OnLine menu.

Viewing Active or Historical Corporate Indexes

The Active Corporate Index and the Historical Corporate Index functions list the name, type, and number of all companies in the Corporate Registry.

For certain company types such as S (BC Society) or CP (Cooperative Association), you can view details by making a selection from the selection list—you can view details of any company types that are available in the Corporate Registry system.

For other company types such as BC (BC Company) and A (Extraprovincial Company) you must use the new Corporate Online system to view details. To access the new system, click **Go to Corporate Online** in the Corporate Registry Main Menu.

Note

The Company Types table (see page 16) shows which company types are available through the Corporate Registry, and which are available through Corporate OnLine.

Instructions

In the Corporate Registry Main Menu screen:

1. Select Active Corporate Index or Historical Corporate Index.
2. In the Search Criteria field, type the *name* (or partial name) of the company, society, or cooperative that you seek. In the case of societies and cooperatives you may enter the company type and number (e.g., S/123456 or CP/123456) to bypass the Selection List and go straight to the Details screen.
3. Click **Submit** to go to the Selection List screen.

Selection List

The Selection List displays all names, types, and incorporation/registration numbers that match your search criteria. You can select certain company types such as S (BC Society) or CP (Cooperative Association) from the list in order to view details about the company.

If you select a company type that is not available through the Corporate Registry system, such as BC (BC Company) or A (Extraprovincial Company), you will see the following message: **Information about BC and extraprovincial companies is only available through Corporate Online.** To view details on these company types, you must use the new Corporate Online System. To access the new system, click **Go to Corporate Online** in the Corporate Registry Main Menu.

> **Note**
> The Company Types table (see page 16) shows which company types are available through the Corporate Registry, and which are available through Corporate OnLine.

Select a company from the list and click **Submit**. If you selected a company type that is available through the Corporate Registry system, you will go to the Details Screen (see page 12).

Details Screen

The Details screen appears when you select a society, cooperative, parish, or other file type that is available through the Corporate Registry system from the Selection List.

You can do one of the following:

- If your account is set up for physical file requests, you can click the **File Request** button in the BC OnLine button bar. See Requesting a Physical File on page 13 for details.
- If there is more than one screen of information, click **Page Forward** to go ahead a screen and **Page Back** to go back a screen.
- Click **Return** to return to the Main Menu screen.
- Click **Main Menu** to return to the BC OnLine menu.

Requesting a Physical File

Note

This service is *not* available for BC, A, or LLC company types, and is mostly used for Societies, Cooperatives, and other types.

If your BC OnLine account is authorized to request physical files, a **File Request** button will appear in the BC OnLine button bar at the top of the Details screen. Clicking this button sends a request to the Corporate Registry to pull the physical file and set it aside for you to pick up.

Because physical files are stored at the Corporate Registry, this feature is most useful for BC OnLine clients in the Victoria area. If your office is outside of the Victoria area, you can arrange with the Corporate Registry to have a third party pick up the file. Physical file requests are only available from Corporate Index searches within the Corporate Registry system (not from Firm searches, and not from Corporate Online).

Click the **File Request** button in the BC OnLine button bar. If the file is available for inspection, you will go to the File Request Screen (see page 13). If the file is not available, you will go to the File Unavailable Screen (see page 14).

File Request Screen

If the file you requested is available for inspection, you will see the File Request screen.

Instructions

Check the optional Confirmation box if you want to confirm your request. The system will send a request confirmation to your Print Selection List when you click **Submit**. See Printing on page 15.

`Comments` (optional)
You can use this field to type a *message* or *identifier* for the file. The text that you enter in this field appears in the selection screens, and can help you to identify files that you have requested.

Note

If you plan to have the file picked up by a third party, you must use the Comments field to indicate the *name* of the party receiving the file. If you do not, the Corporate Registry will not put the file aside for you.

To submit the request, click **Submit**. To cancel the request, click **Return**.

Corporate Registry staff will hold the file for you until the end of the next business day.

File Unavailable Screen

If the file you requested is not available for inspection, you will see the File Unavailable screen. You can **Place a Stored Request** for the file, which puts your request in a queue along with any other outstanding requests for the file. The file will be held for you when it becomes available. After submitting a stored request, you can use the Monitor File Request function to inquire on the status of the file and your place in the queue.

Instructions

`Priority Service` (optional)
If you require the file as soon as possible, you can priorize your request by typing Y in this field. If there are other outstanding requests for the file, the Corporate Registry System places your request at the top of the queue. The priority fee will be charged to your BC OnLine account and a "priority req" for the file will be printed at the registry. Registry staff will attempt to locate the file and make it available to you. If the file cannot be made available for any reason, the priority fee will be reversed.

> **Tip**
> At the time of writing, the fee for priorizing a request is **$100.00**. Before you priorize your request, you may first want to see where the request is in the queue. To do this, submit the request with the priority field *not* selected, then use the Monitor File Request function to see the position of your request in the queue. This way, you can see how many requests are ahead of yours. You can then change the priority of your request to move it to the top of the queue if necessary.

Check the optional Confirmation box if you want to confirm your request. The system will send a request confirmation to your Print Selection List when you click **Submit**. See Printing on page 15.

`Comments` (optional)
You can use this field to type a *message* or *identifier* for the file. The text that you enter in this field appears in the selection screens, and can help you to identify files that you have requested.

> **Note**
> If you plan to have the file picked up by a third party, you must use the Comments field to indicate the *name* of the party receiving the file. If you do not, the Corporate Registry will not put the file aside for you.

To submit the request, click **Submit**. To cancel the request, click **Return**.

You can monitor the status of your stored file requests by using the Monitor File Request function in the Corporate Registry Main Menu (see page 6).

Printing

Click the **Print** button in the BC OnLine button bar (not your browser's Print button) to initiate a print request. Items that you request for printing will accumulate in the Print Selection List until you are ready to deal with them. You can click the **Check for Prints** button above the BC OnLine button bar to go to the Print Selection List.

Print Selection List

The Print Selection List shows the printable items that you have requested. The word "New" appears beside items that you have not yet viewed. Items that you have already viewed appear lower down in the list. If an item that you requested does not appear in the list, you can try clicking the **Refresh** button in the BC OnLine button bar every 20-30 seconds.

As a part of regular housekeeping, the system periodically empties all items from the Print Selection List. To avoid losing your printable search results, we recommend that you view, then print or save them in a timely manner. Click **Important File Retention Information** for details.

Viewing, Printing, and Saving Items

You can use your browser to view, print, and save the items. Click an item in the Print Selection List, and it will be displayed in your browser. You can then use your browser's File/Print or File/Save As... menu options to print the item or save it to disk.

After printing or saving a print item, click your browser's **Back** button to return to the Print Selection List (this is the only place you can use this button safely, without getting a sequence error). From the Print Selection List, you can click the **Return** button in the BC OnLine button bar to return to the BC OnLine application you were using.

E-mailing Items

You can also e-mail items in the Print Selection List to your e-mail address (or to someone else's e-mail address). To send *all* of the items in the list, just leave the **Email All** box checked. To send selected items from the list, check the selection boxes to the right of the items that you want to send.

Tip
Because e-mail features can vary from one system to another, we recommend that you test e-mail delivery before you rely on it to send critical information.

In the Email field, type the `e-mail address` you want to send the items to.

In the Confirm field, re-type the `e-mail address` to confirm the spelling.

Click **Send** to e-mail the selected items to the address you specified.

Company Types

The Company Type distinguishes one type of corporation from another. The type used for firms is the year the firm was registered in the Corporate Registry Office. For example, a firm registered in 1988 would have a type of 88.

When a corporation or firm changes its name, the name is moved to the historical listing with a type and number indicating a change of name. For example, the old name would show in the historical listing with a type and number of CHG/12345.

In the following table, a check mark (√) in the No Fee column means no fee is assessed, as the information is not available through BC OnLine. For details on these types, you must contact the Corporate Registry Office Search Department.

Type	Description	Look in Corporate Registry	Look in Corporate Online	No Fee
A	Extraprovincial Company		√	
B	Extraprovincial Company		√	
BC	British Columbia Company		√	
C	Continuation		√	
CEM	Cemetery	√		
CH	Change of Name for a Firm	√		
CHG	Change of Name for a Corporation	√		√
CP	Cooperative Association	√		
EPR	Extraprovincial Company		√	
FOR	Extraprovincial Company		√	
FR	Firm Name Reservation	√		
LIB	Library	√		
LIC	Extraprovincial Company		√	
M (FI)	Miscellaneous	√		
MF	Miscellaneous Firm	√		
NON	Non Registered Company	√		√
NR	Corporation Name Reservation	√	√	
PA	Private Act	√		
PAR	Parishes	√		
PC	Professional Corporation	√		
PFS	Pension Fund Society	√		
QA	BC Incorporated Company under the 1860 Company Act		√	
QB	BC Incorporated Company under the 1862 Company Act		√	
QC	BC Incorporated Company under the 1878 Company Act		√	
QD	BC Incorporated Company under the 1890 Company Act		√	

Type	Description	Look in Corporate Registry	Look in Corporate Online	No Fee
QE	BC Incorporated Company under the 1897 Company Act		√	
REG	Extraprovincial Company		√	
RLY	Railway	√		
S	British Columbia Society	√		
S+L	Savings and Loan	√		
T	Trust Company	√		
TMY	Tramway	√		
XCP	Extraprovincial Cooperative Association	√		
XS	Extraprovincial Society	√		
00 to 99	Firm Partnership or Proprietorship.	√		

Note

There can be more than one Type for the same kind of company. For example, extraprovincial companies are designated by types A, B, EPR, FOR, LIC, and REG.

Glossary of Terms

Some of the special terms used in the Corporate Registry System are defined here.

Active

A Corporation or Firm that has not been dissolved or otherwise removed from the Register.

Amalgamation

The joining of two or more companies to continue as a new company.

Amalgamation Date

The date of the amalgamation. If you want the names of the amalgamating companies, you must contact the Corporate Registry Office Search Department.

Change of Name

A corporation or firm which changes to a new name. The old name is put on the Historical listing, and the new name is shown on the Active listing.

Client

A company or person for whom a name request is being made. In the Corporate Registry System, name requests are generally made by a third-party (the submitting party) in the name of the client.

Company Name

On the Name Selection screen, this is the first 50 letters of the corporate name. When the company is selected, up to 150 letters of the name are displayed .

Company Number

The number assigned to the corporation upon incorporation, registration, amalgamation, or continuation into British Columbia.

Company Type

This identifies the kind of corporation. See Company Types on page 16 for a complete list.

Continuation Date

This applies to type C companies. It is the date a company, which was incorporated in another jurisdiction, continues into British Columbia and becomes a B.C. company.

Continuation Out

A British Columbian company which continues out of B.C. to another jurisdiction (e.g., a B.C. company becomes an Alberta Company). When a company continues out, it is not uncommon for it to register back in British Columbia as an extraprovincial company.

Conversion

A company which converts to, or from, a specially limited company under the Company Act. See NPL.

Conversion & Change of Name

A company which does a CONVERSION and a CHANGE OF NAME at the same time.

Criteria

See Search Criteria.

Currency Date

This date indicates that all documents filed on the date shown have been updated on the computer system.

Date of Change

The date a corporation or firm changed its name.

Date of Filing Declaration

The date the firm was registered in the Corporate Registry Office.

Dir/Off Name

The FIRST NAME, then the LAST NAME, of a Director or Officer.

Director

Y is displayed if the person is a Director, and N if not.

Dissolution Started

This is displayed in the upper left corner of the detailed search if Dissolution proceedings have commenced against the corporation.

Dissolved Date

The date the corporation or firm was dissolved, or its registration was canceled.

Expired Limited Restoration

A Limited Restoration which has expired. The Company is dissolved but the Corporate Registry Office staff has not yet moved it to the Historical file. See Limited Restoration.

Expires

The date the limited restoration will expire and then the company will be moved to the Historical file. See Limited Restoration.

Extraprovincial

If the limited partnership was created in another jurisdiction and registered to do business in British Columbia, this is Y, otherwise, it is N.

Historical

This is the listing of corporations or firms which have either been dissolved, removed, continued out, had their registrations canceled, amalgamated, merged, or are the old names of corporations or firms which have changed their name.

Individual or Co. Name

The name of the individual or company who is the sole proprietor or partner of the Firm.

In Liq

If the Corporation is in Liquidation this shows YES, otherwise, it shows NO.

Incorporation Date

The date a corporation was incorporated. For extraprovincial corporations, this is the date of incorporation in its jurisdiction of incorporation.

Incorporation Number

This shows the corporation type and number. If no Type is displayed on the detail of the search, it is type BC.

Jurisdiction

This can be any province, state or country in the world where the corporation was incorporated.

Last Annual Report Date

The date of the last annual report filed by the corporation.

Limited Restoration

This is a corporation which was struck off the Register or moved to the Historical listing, then restored and moved back to the Active listing for a limited period of time.

Liquidation Date

The date the corporation commenced Liquidation proceedings.

Liquidator Name

The name of the Liquidator appointed to the Corporation.

Ltd Partnership

Y is displayed if the firm is a limited partnership (no reference to limited companies), otherwise, it is N.

Ltd. Part. Termination Date

Limited Partnerships are registered for a limited period of time. If this is the case, the date is displayed—otherwise, it is not.

Merger

This applies to extraprovincial companies. During a merger, one of the companies is considered the surviving company and absorbs the merging companies.

Nbr of Principals

The number of people associated with a corporation as Directors or Officers.

N.P.L.

This stands for Non Personal Liability. NPL becomes part of the name when a company incorporates, or converts, to a specially limited company under the Company Act.

Officer

Y is displayed if the person is an Officer, N if not. For type BC this field is blank until the company files its first Annual Report.

Position

If the person is an Officer, the position is displayed. Otherwise, it is blank.

Previous Jurisdiction

Applicable only to type C Companies. It is the jurisdiction from which the company continued.

Previous Name

The previous name of a corporation which has changed its name.

Previous Number

This is applicable to type C companies which were registered in British Columbia as extraprovincial corporations prior to continuation into the Province. If the company was never previously registered in B.C., this is not displayed.

Receiver

YES is displayed if a Receiver has been appointed and a notice of appointment of Receiver has been filed.

Receiver Name

The name of the Receiver appointed to a corporation

Rec.ship Date

This stands for RECEIVERSHIP DATE and is the date the Receiver was appointed to a company.

Records Office

The address where the records of the company are kept.

Registered Office

The address where documents can be served to the company.

Reporting

A reporting company as defined in Section 1 of the Company Act. Reporting status should not be confused with filing annual reports. This is either YES if the company is a reporting company or NO if it is not.

Request Type

A two-letter code indicating the type of entity pertaining to a name request. Valid codes are CP (Cooperative), CR (Corporation), FR (Partnership/Proprietorship), or SO (Society).

Restoration

This message will appear if the corporation was struck, or removed, then restored back to the Active listing. The dates of dissolution and restoration follow this message.

Restore With Name Change

When a corporation restores back to the Active listing and has changed its name at the time of restoration.

Restored

The date the corporation was restored back to the Active listing.

Search Criteria

The Search Criteria field on the Corporate Registry System main menu screen allows you to type the name of a corporation or firm, or a company type and number.

Style of Firm

Under the Partnership Act, the name of the Partnership or Proprietorship is referred to as the Style of Firm.

Stored Request

A request made to the Corporate Registry to reserve an unavailable physical file.

Submitting Party

The BC OnLine account submitting a name approval request.

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