



**Instructions For Filing An Application to Amend a  
Business Authorization (Form 27)**  
Under Part XXIV of The Corporations Act of Manitoba

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A trust corporation, loan corporation, extra-provincial trust corporation or extra-provincial loan corporation that amalgamates, continues, changes its name or wants to change any condition on its business authorization must file an application to amend a business authorization.

An extra-provincial trust or loan corporation is any corporation, incorporated within Canada, but not in Manitoba, that is a trust or loan corporation in its jurisdiction of incorporation.

### **Completing the Application Form**

Please type or print clearly in ink.

1. The name should be the name after any amalgamation, continuance or change of name.
6. Where a change in the type of business authorization is requested a Manitoba corporation must also request a change to its articles of incorporation to be the same as the type of business authorization requested.

For an extra-provincial corporation the type of business authorization requested must be that authorized by the instrument of incorporation or by the jurisdiction of incorporation.

8. An extra-provincial corporation must list all conditions or restrictions placed on the licence, registration or authority to do business issued by its jurisdiction of incorporation. A corporation that will not be accepting deposits must list this as a condition.
11. **Information previously provided to the Financial Institutions Regulations Branch that is still current need not be included with this application.** Instead, a clear reference to the previously provided information may be included in the application. Where the information has changed current information must be provided. The following must be included with your application.
  - a) A copy of a letter or other document from CDIC confirming that the corporation is a member of CDIC.
  - b) A completed Consent to Examinations form and a **certified copy** of the resolution of the board of directors of the corporation authorizing the consent.
  - c) The information on ownership and affiliations should include:
    - a chart or list showing all affiliated corporations; and
    - a list of all shareholders holding more than 10% of any class of shares directly or beneficially, showing names, addresses, number and classes of shares held.

- d) The name, birth date, address, country of residence, education, professional qualifications, experience and all directorships held by each director and senior manager.
- e) The last audited financial statements, the last financial return submitted to the Office of the Superintendent of Financial Institutions and the last quarterly provincial financial return filed in the provinces where the corporation operates. Where the application is for an amalgamated corporation, an opening balance sheet for the amalgamated corporation.
- f) The business plan for the next five years. It should cover the intended scope of operations in Manitoba including whether branches or agents will be used. It should indicate any changes to the business plan corresponding to the requested amendment to the business authorization. It should include pro forma financial statements for the corporation for those years.
- h) Information on filing a Name Reservation Request can be obtained from the Companies Office at:

1010 - 405 Broadway  
Winnipeg, Manitoba, R3C 3L6  
(204) 945-2500  
[http://www.gov.mb.ca/cca/comp\\_off/](http://www.gov.mb.ca/cca/comp_off/)

- k) Note any amendments that concern the subject matter of this application.

12. The application must be signed on behalf of the corporation by its proper officer(s).

### **Application for Supplementary Certificate of Registration**

In addition to the application to amend a business authorization an extra-provincial trust or loan corporation must complete an application for a supplementary certificate of registration under the Manitoba Corporations Act. Information on how to apply for a supplementary certificate of registration, and the required forms can be obtained at [http://www.gov.mb.ca/cca/comp\\_off/](http://www.gov.mb.ca/cca/comp_off/)

### **Submitting the Application**

A fee of \$1,500. must be paid with the application. Make your cheque payable to the Minister of Finance of Manitoba.

Send the completed application, accompanying information and fees to:

Financial Institutions Regulation Branch  
500 - 400 St. Mary Avenue  
Winnipeg, Manitoba R3C 4K5

**Questions: Call:** (204) 945-2542

**Fax No:** (204) 945-0330