

## Instructions for Filing an Annual Business Return

(Form 28)

Under Part XXIV of The Corporations Act



A trust corporation, loan corporation, extra-provincial trust corporation or extra-provincial loan corporation must file an Annual Business Return (Form 28) within 90 days after the end of its fiscal year.

A late filing fee of **\$ 200.00 per day** will be assessed if the Annual Business Return is received after the 90-day period allowed.

The following instructions are for specific sections of the form. Please type or print.

1. The Manitoba Corporation number is the Registry number provided on the Certificate of Registration issued by Manitoba Companies Office.
4. Include an address for the attorney for service. Manitoba incorporated trust and loan corporations should mark this "N/A".
6. For each new director attach information on other directorships held, and on whether the director is affiliated with the corporation. When a director is an officer, employee or shareholder of the corporation or of a body corporate that is a shareholder of the corporation the director is affiliated with the corporation.
9. Provide a copy of any changes made to the by-laws of the corporation since the last Annual Business Return was filed.
  - (c) The corporate organization chart should show all affiliated bodies corporate.
  - (d) A fee of \$5,000.00 must accompany the Annual Business Return. Make your cheque payable to the Minister of Finance of Manitoba. Payments can also be made by Electronic Fund Transfer (please see enclosed instructions).
11. The Annual Business Return must be signed by the proper officer(s).

In addition to this Annual Business Return, an annual return must be filed with the Companies Office.

Send the fully completed Annual Business Return, accompanying information and the fee to:

Financial Institutions Regulation Branch  
207 – 400 St. Mary Avenue  
Winnipeg, Manitoba R3C 4K5

Questions:            Call:            (204) 945-2542  
                              Fax No:        (204) 948-2268  
                              Email :        [coop-cu@gov.mb.ca](mailto:coop-cu@gov.mb.ca)

**RE: ELECTRONIC FUND TRANSFER AUTHORIZATION**

Financial Institutions Regulation Branch is pleased to inform you that, going forward, you may make payments for the Annual Business Return by Electronic Funds Transfer (EFT).

EFT is now a payment option and, for the time being, is offered to entities on a voluntary basis.

Please find below our banking information for your EFT payment. Note that if you are paying by wire transfer, you are responsible for any additional charges which may occur from these transactions.

**Bank Name:** Royal Bank of Canada  
**Branch:** Main Branch Winnipeg  
**Address:** 220 Portage Avenue  
Winnipeg, MB R3C 0A5 CANADA

**Account Name:** Province of Manitoba-Financial Institutions Regulation Branch  
**Bank Number:** 003  
**Bank Transit:** 00007  
**Bank Account:** 106-156-3  
**Swift Code:** ROYCCAT2

After any transfers are made, you or your company must send an email of what you are paying for and the total amount of the deposit to: [coop-cu@gov.mb.ca](mailto:coop-cu@gov.mb.ca).

After making your transfer you should notify us the same day of your transfer to our account.

If you have any questions, please feel free to contact this office at (204) 945-2542, or by email to the above address.

Thank you

J. Scott Moore  
Superintendent of Financial Institutions