

Filing rules

- Before submitting this application, please review requirements on our [website](#).
- This form cannot be submitted if the transition application has not been filed.
- Fee \$40.00 (paper form) \$20.00 (YCOR)

Part 1 – Society information

Name of society	Registry number
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Date of special resolution altering bylaws

YYYY/MM/DD

Business contact information

To facilitate communication exchanges while your documents are being processed, you can provide the following:

Delivery method – Choose one delivery method for receipt of the society’s certified documents. Society business email. Provide email address: _____ By mail to registered office mailing address**Society business contact information**

Contact person: _____ Phone: _____

Part 2 – BylawsNote: • **If you want to adopt the sample bylaws**, do not complete this section.

- **If you want to change your own bylaws**, all changes must be incorporated into the society’s bylaws and attached to this form as a new consolidated set of bylaws.

Summary of change (provide a short summary of the society’s bylaws changes, in bullet form):**Bylaws** – Select one of the following: We created our own bylaws, and the consolidated set of bylaws is attached to this form.**OR** Adopt the sample bylaws without change, and they are attached with this form. (Please review the sample bylaws available on our website and add the name of the society before printing and attaching them to this submission.)

Part 3 – Signature and authorization

Under s.209 of the *Societies Act*, it is an offence to make a false or misleading statement in respect of a material fact in a record submitted to the Corporate Registry.

I am authorized to make this filing.

Last name of individual signing this form

Given name(s) of individual signing this form

Title of individual signing this form

Signature

Date signed

YYYY / MM / DD

By signing and submitting this form, you give Corporate Affairs permission to input the data from this paper form into our online registry. Once the information is entered in the registry it will become the official record. While we are doing our best to accurately enter this information, it cannot be guaranteed. It is your responsibility, should any inaccuracies or omissions be found once you get your certified copy, to notify Corporate Affairs within 30 days for correction.