

Information session for Yukon societies

January 2023

**Learn how to use YCOR to
file online & what happens
after March 31 transition
deadline**





Who's here?

- Please introduce yourself and let us know what society or societies you are representing.
- If you haven't already, sign up for our mailing list!

<https://forms.office.com/r/JRBv8Aw4W2>



On the agenda for today...

- What to expect after March 31
- How to determine your society's transitional period
- What happens if you miss the March 31 transition deadline
- How to get a YCOR account and a private filing key
- How to do your filings online using YCOR



What happens after March 31, 2023?

- If you have submitted your transition form, you'll continue either completing your transitional fiscal year or filing your annual report under the new Act.
- If you aren't sure where you're at in the transition period, **be sure to figure it out before your next annual report is due so you can plan how to file your financials.**
- If you haven't submitted your transition form, you will go into default after March 31, 2023.
 - That's because section 216 of the Act requires that you submit your transition form within 2 years of the new Act coming into force.
- If you don't come back into compliance, you will eventually be struck from the registry and your society will be dissolved.



How do I get out of default?

- If you were in compliance before March 31, and you go into default because you didn't transition, you need to submit your transition form to come back into compliance.
- If you were out of compliance before March 31, you need to file any missing annual reports as well as your transition form to come back into compliance.



What's the fastest way to transition?

1. Locate your society's bylaws and make sure they are saved as a pdf.
2. File your transition form online using YCOR and attach your existing bylaws.
3. Consider whether you want to update your bylaws to make sure they comply with the Act.
 - Societies are responsible for making sure their bylaws comply with the new Act.
 - You will need to pass a special resolution and file a Bylaw Alteration form to update your bylaws, if you do it after you file your transition form.
 - There are lots of good reasons to update your bylaws.
 - Contact me if you want pointers on how to update your bylaws.
 - Check out our [sample bylaw sets online](#).



What if I'm already in default?

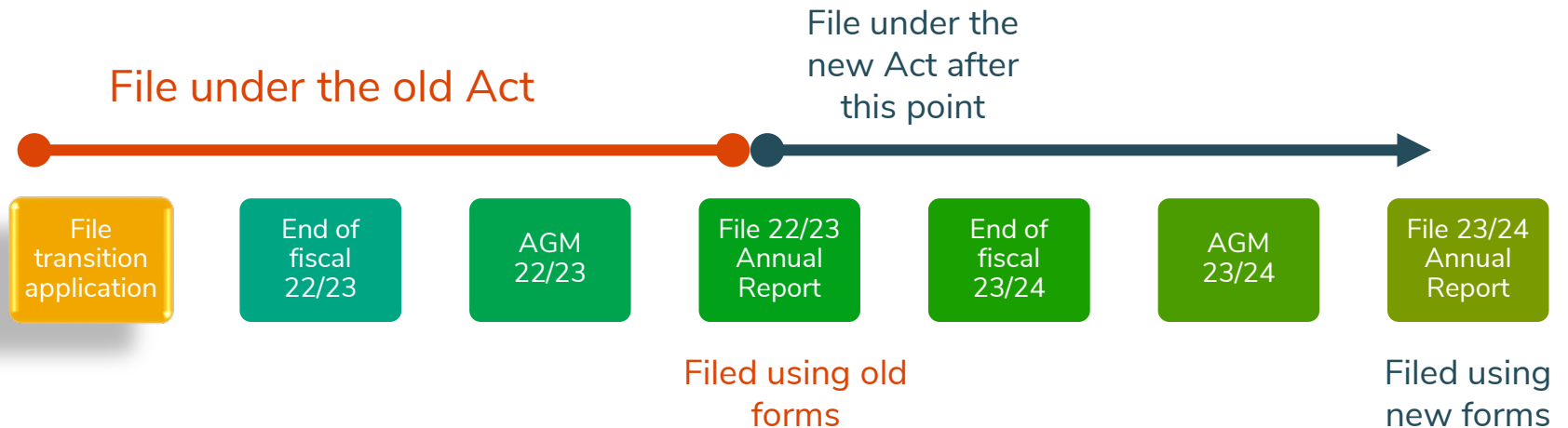
- You need to file any missing annual reports and financial statements for each missing fiscal year using the old forms.
- You will need to hold an AGM to get caught up if you haven't held one in a while.
- You could also use that AGM to pass new bylaws to transition, if you choose to.
- You can submit your transition form after your annual reports are filed (if you're filing your transition form online).
- We ask that you submit all missing annual reports at once, if possible. This helps us file your annual reports smoothly.



How to determine your society's transitional fiscal period

- Find out the date you submitted your transition application (it should be the date you received a confirmation email, if you filed using YCOR).
- ~~You look at your society's profile report to see if or when your transition form was filed, or contact me if you're still confused.~~
- When is the fiscal year-end date after you submitted your transition application?
- The annual report that's due after your society's next fiscal year-end is the last time you'll need to file using the old forms.
- Still not sure how to file your next annual report? If you have a YCOR account, you can log in, click filings and see if your annual report is available. If not, you must file under the old Act.

Plan how to file your next annual report





When will be finally done with these old forms?

- You need to use the old forms to complete your transitional fiscal period.
- However, after **March 31, 2024**, nobody can file using the old forms.
- If you filed your transition form late, and your fiscal year-end is March 31, this may mean that you can't complete your transitional fiscal period with the old forms.



Things to be aware of..

- Depending on your transitional fiscal period, you may have to file using the old forms and the old requirements for financial review after March 31, 2023.
- That means you will be filing your annual report and the change of directors form using paper forms.
- You will also need to file your financial statements the way the old Act required you to. This may include:
 - Providing financials that have been reviewed by an accountant, if you qualify as a Category A or B society using the old financial thresholds
 - Providing a copy of your special resolution waiving the need for financial review (Category B) or an exemption request for the registrar (Category A) if you choose not to have your financials reviewed by an accountant.
 - Providing a Declaration of Category C form, if your revenues were less than \$40,000 and assets less than \$100,000.
- [Compare the financial thresholds of the old Act and the new Act here.](#)



How to file online using YCOR

There are lots of good reasons to file online using YCOR:

- Your filings get processed instantly
- The fees are cheaper
- There's less room for error
- It takes much less time to fill out forms.



Let's learn how to sign up for a YCOR
account and get a private filing key!

Search for your society

- You can use your society's name or the Yukon registry number

Search for an entity

Name or File No. (6 digits): Your Reference (Optional) Search as complete name

[Search](#)

[Search Tips](#)

1 entities found.

A fee will be charged for each entity profile you view, unless you have viewed the profile within the last 12 hours.

NOTICE: Certificates are only available for entities that are currently active and in compliance.

Name	Entity Type	Registry No.	Jurisdiction	Status	Filings	Profile Report
BYTE - EMPOWERING YOUTH SOCIETY Former Name: BRINGING YOUTH TOWARDS EQUALITY SOCIETY / B.Y.T.E.	Society	710360	Yukon	In Compliance Certificate Of Status (\$25.00)	Submit...	View (\$0.00)

TERMS: You agree not to sell your search results. You acknowledge that your searches and results are logged and regularly reviewed.

Get a private filing key

Private Filing Key Required ×

In order to submit a filing for this entity, you must have a Private Filing Key.

Private Filing Key for Entity 710821:

You can request a Private Filing Key for this entity [here](#).



Get a private filing key

Request a Private Filing Key

for
701010: Name of society

A private filing key is required for you to make filings for entities, and insures that you have the permission and authorization to do so.

A key consists of a series of six letters and numbers such as A1B2C3 which are issued to you, registered to your account, and associated with the entity for which you requested it.

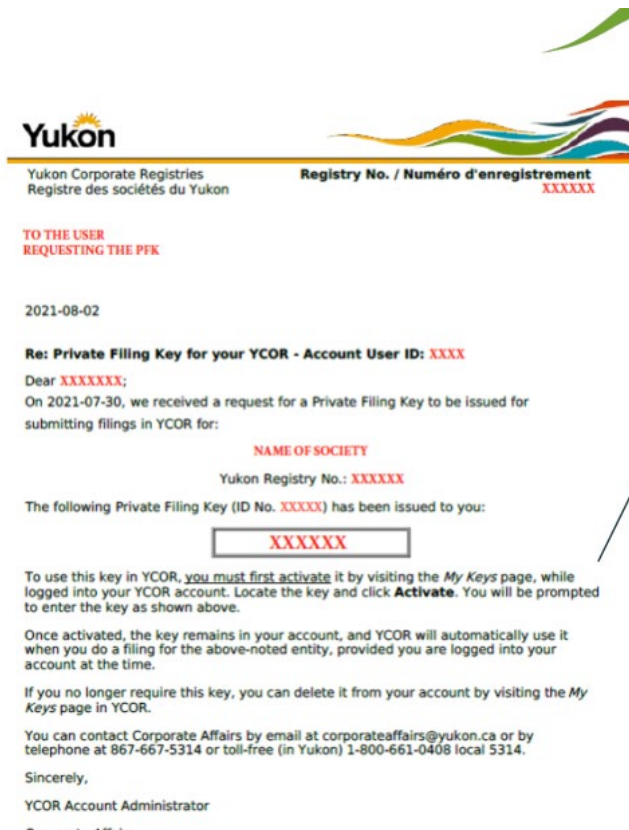
The key you are requesting will be sent via postal mail to the entity's Registered Office address.

[I agree to the Terms of Use of a Private Filing Key.](#)

You must agree to the Terms of Use to request a key.

[« Back](#) [Search](#)

Get a private filing key

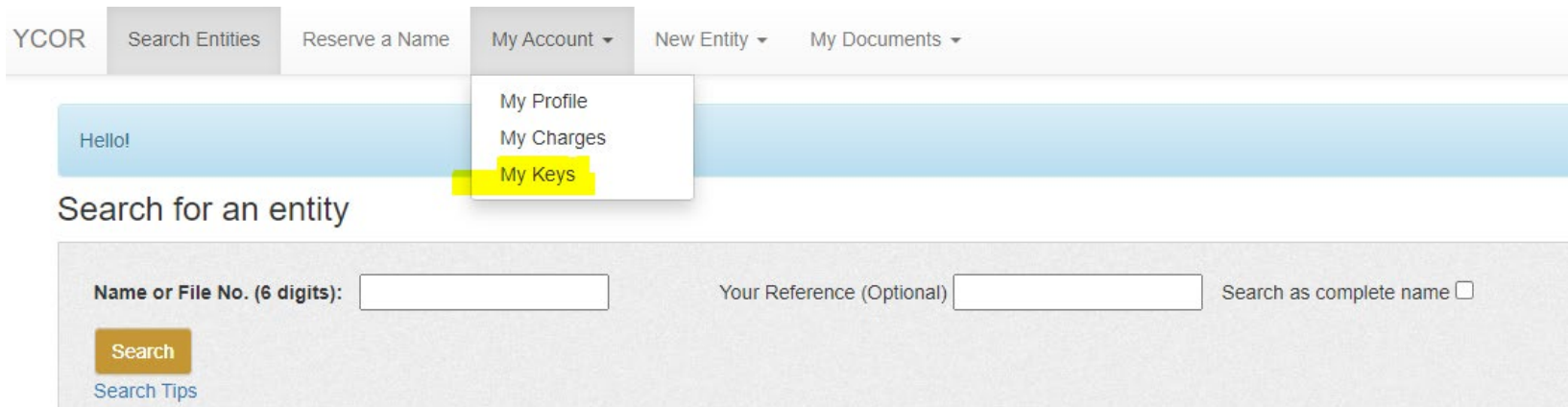


Your private filing key will arrive in the mail at your society's registered mailing address. It will be addressed to you and be labelled confidential.

Your society will also get a notice in the mail, letting them know that you've requested a PFK. That way, if there's a mistake, the society can cancel the key.

Activate your key

- Click “My keys” while logged in to YCOR
- Click on the key and press “activate”
- You will be prompted to enter the key



The screenshot displays the YCOR user interface. At the top, there is a navigation bar with the following items: YCOR, Search Entities, Reserve a Name, My Account (with a dropdown arrow), New Entity (with a dropdown arrow), and My Documents (with a dropdown arrow). Below the navigation bar, a blue horizontal bar contains the text "Hello!". A dropdown menu is open under "My Account", listing "My Profile", "My Charges", and "My Keys" (which is highlighted in yellow). Below the blue bar, there is a search section titled "Search for an entity". This section includes a text input field labeled "Name or File No. (6 digits):", a text input field labeled "Your Reference (Optional)", and a checkbox labeled "Search as complete name". A yellow "Search" button is positioned below the first input field, and a link for "Search Tips" is located below the "Search" button.

Activate your key

My Private Filing Keys

Search:

Key ID	Registry No.	Entity	Entity Type	Key	Status	Date	Actions
29167	710962	VIMY HERITAGE HOUSING SOCIETY	Society	*****	Pending	2022-11-21 14:50	Activate Delete

Activate a Private Filing Key

for

710962: VIMY HERITAGE HOUSING SOCIETY

To activate the Private Filing Key you received, you must enter the key that was printed on the notice mailed to the entity's Registered Office.

Activate this Private Filing Key

[My Keys](#)



Cancelling a PFK

- It's your society's responsibility to keep track of who has a key
- If someone misplaces a key, contact Corporate Affairs to cancel it and request a new one.
- If a board member leaves, you need to contact Corporate Affairs to cancel their key.

Tips:

- Give one person the responsibility to file and have a PFK (ie. the president, the executive director, or the secretary).
- Have a policy in place for outgoing board members and cancelling their keys.
- Your society will get a letter to notify you that a person has requested a PFK on behalf of your society. Keep this letter in your records so you have an idea of who has a PFK.

File your transition application on YCOR

- Search for your society
- Click “submit”

Search for an entity

Name or File No. (6 digits): Your Reference (Optional) Search as complete name

[Search](#)

[Search Tips](#)

1 entities found.

Name	Entity Type	Registry No.	Jurisdiction	Status	Filings	Profile Report	Actions
VIMY HERITAGE HOUSING SOCIETY	Society	710962	Yukon	In Compliance Certificate Of Status	Submit	View (Free)	🔗

Enter the PFK assigned to you for this entity

Private Filing Key Required ×

In order to submit a filing for this entity, you must have a Private Filing Key.

Private Filing Key for Entity 710821:

You can request a Private Filing Key for this entity [here](#).



File your transition application on YCOR

- Click on the form you want to file

710962: VIMY HERITAGE HOUSING SOCIETY

What do you want to file?

Filing Name	Fee	Form No.	Reference
Transition Application for Pre-existing Societies	NIL		Section 216
Voluntary Dissolution Application - Without Liquidation	\$60.00	Form 16	Section 139
Appointment of Liquidator	\$20.00	Form 17	Subsection 139(1)

File your transition application on YCOR

Draft

Societies Act (Section 216)
Transition Application for Pre-existing Societies

1. NAME OF SOCIETY

VIMY HERITAGE HOUSING SOCIETY

2. YUKON REGISTRY NO.

710962

3. CURRENT ADDRESSES

Chief community of operations:
WHITEHORSE

Registered Office Delivery Address
C/O ROYAL CANADIAN LEGION
503 STEELE STREET
WHITEHORSE YT Y1A2E1
CANADA

Registered Office Mailing Address
Same as
Registered Office Delivery Address

4. PURPOSES OF THE SOCIETY

The current, primary purposes of the society are:

TO DEVELOP AND OPERATE HOUSING PROJECTS IN YUKON.

When you click on “Transition Application”, YCOR will bring up a draft of your form with almost all of the fields filled out automatically for you.

File your transition application on YCOR

7. NAME OF INDIVIDUAL SIGNING THIS FILING

Last name and first name of the individual signing this filing:

The name of the person signing this form is required.

8. TITLE OF INDIVIDUAL SIGNING THIS FILING

Title of the individual signing this filing:

The title of the person signing this form is required.

9. ELECTRONIC SIGNATURE OF THE INDIVIDUAL SUBMITTING THIS FILING ONLINE

Filed by KARA JOHANCSIK, User ID: 6516

10. DATE OF FILING



The date of filing must be in the format YYYY-MM-DD and cannot be a future date.

You must save changes to your form before adding attachments.

Attachments

ID	Document Type	File Name	Size	Actions
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No attachments.

NO FILE CHOSEN

Document Type

You must save changes to your form before adding attachments.

Be sure to hit “save” before adding your attachment.



File your transition application on YCOR

Attachments

ID	Document Type	File Name	Size	Actions
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No attachments.

FOR CLIENTS-CS-CLASS-A-OR-B-SOCIETY-SAMPLE-BEST-PRACTICE-BYLAWS_.DOCX

Document Type

You must save changes to your form before adding attachments.

ADD ATTACHMENT

Click “add attachment” (**MUST BE A PDF**) and “save” again. You will then be able to click “save and next”

You must save changes to your form before adding attachments.



Submit filing

Attachments

ID	Document Type	File Name	Size
281	Bylaws	cs-class-a-or-b-society-sample-bylaws_.pdf	170 KB

Review the details of this page carefully before submitting your filing.

<< Back

Delete

SUBMIT FILING

Filing Printed: November 18, 2022

Filing ID: 20121162 / 2022-11-18

All dates are in the format YYYY-MM-DD.

You will then get two emails: one confirming your transition application, one confirming the set of bylaws you attached.



Email confirmation

Yukon Corporate Registries

Yukon Corporate Online Registries

Filing Accepted - Entity 711206

GREER, SHEILA,

This is to advise that the following filing was **accepted** and filed on **2022-12-15**:

Filing Name: **Transition Application for Pre-existing Societies**

Entity Name: **DAKWAKADA DANCE GROUP**

Registry No.: **711206**

A copy of the filing is attached.

Your credit card has been successfully charged for the following:

Filing ID: 20121820

Fee: \$0.00

It is your responsibility to review for accuracy of the information in the attached record and to inform Corporate Affairs of any errors or omissions within 30 days of the filing date. If no notification is received during this period, the attached record will be deemed to be the official record.

Thank you.

Corporate Affairs
Community Services, Yukon Government
Box 2703, C-6



Resources for you:

- [Sign up for our mailing list](#)
- [How to pass a special resolution](#)
- [How to file online using YCOR for societies](#)
- [How to file an annual report](#)
- [Sample bylaw sets](#)
- [How to get back into compliance](#)
- Save [this link](#) to your bookmarks for all information for societies!



Next information session

- Session on Zoom on **February 2 from 5-6 p.m.** on how to get caught up on your filings if you're out of compliance
- February sessions will be on Zoom and in-person separately. Dates TBD.
- [Fill out a survey](#) to let me know what you want to find out at our next session!