

## MAINTAINING THE PHYSICIAN SOCIETY

The British Columbia Societies Act requires all incorporated societies to file certain information with the BC Registry and to maintain this information. These filings and the procedures for filing follow.

Upon incorporation, a society will specify a location where its records will be kept. Often times, this will be at a law office which enters into an agreement with the society to keep their records and maintain the society with the BC Registry.

While your registered and records office may be responsible for helping you maintain your society, society directors are advised to provide their registered and records office with copies of society records as they become available (e.g., minutes of director and member meetings, director resolutions, etc. A full list of records can be found at [section 20 of the Societies Act](#))

### FILINGS

#### 1. Annual Report

The society must file an Annual Report each year within 30 days of each annual general meeting (AGM). An AGM must be held once in every calendar year. Approximately 3 weeks before the anniversary date of the last AGM of the society, the BC Registry sends an Annual Report reminder to the society at the last address it has on file (typically, the address of the registered and records office, where the society's minute book is kept). The fee for filing an Annual Report is \$40.00.

#### 2. Change in Address of Society

Notice of every change in the registered address of the society must be filed promptly. This address must be an actual physical address, including the postal code, where documents can be delivered (a post office box number alone will not be accepted). It is important to file this form as the registered society address is where any legal documents will be served and formal notices or official correspondence will be delivered. The filing fee is \$15.00.

#### 3. Change in Directors

Notice of every change in the directors, other than at an AGM, must be filed without delay. The filing fee is \$15.00. An individual who agrees to be a director must sign a Consent to Act to be kept in the society's minute book. See the Resource Portal for a Consent to Act template.

#### **4. Transition to the New Societies Act**

Societies that were incorporated prior to the new Societies Act coming into effect must transition to the new act by November 28, 2018. Please contact your facilities engagement liaison for further details.

#### **FILING PROCEDURES**

All filings must be made online at [www.gov.bc.ca/societiesonline](http://www.gov.bc.ca/societiesonline). The BC Registry does not accept any other form of filings.

Each society has a unique registry key assigned to it. The BC Registry sent the onboarding notices containing the registry key and other information to each society at their registered addresses when the society was incorporated.

Individuals in charge of the filings must register online to obtain a BCeID and use the society's registry key to do the filings. In the event that the onboarding notice was not received, the designated filer can contact the BC Registry at 1-877-526-1526.

For more information go to [Societies Online - A New Way to File](#).