

---

## Instructions - Letter to the Registrar of Companies

If you do not have a copy of your existing Rules and Occupancy Agreement you can request a copy from the Registrar of Companies.

Adapt and use this letter template to request a true copy of your Rules and any special resolutions amending the Rules for a fee.

As of 2025, the fee is \$10.00 search fee plus \$0.50 per page. Therefore, you need to know the number of pages the Registrar needs to copy for your co-op before you can write a cheque for the correct amount.

Call BC Registry Services: 1-877-526-1526 to order certified copies of documents including inquiring about the number of pages that will need to be copied.

The time it takes for the copy of your Rules to be sent by the Registrar of Companies varies and is not guaranteed. For this reason, consider paying an extra fee of \$100 for an expedited copy.

You can also adapt the template letter if you are requesting other documents such as your Memorandum and certificate of incorporation.