



Filing Guide: How to file a Transition Application in Societies Online

Please note:

These materials provide general information only, and are not intended as a substitute for legal advice.

Further information

To access an electronic version of this guide, and to obtain other information and materials about the new *Societies Act*, please visit and bookmark the BC Registries and Online Services website at www.gov.bc.ca/SocietiesAct

February 2017

Filing a Transition Application in Societies Online

The new *Societies Act* came into effect on November 28, 2016. Within two years of that date, **November 28, 2018**, every pre-existing society must file their Transition Application in Societies Online.

What You Need to Know

Get the information you need before you complete the transition application:

- **Read the transition guide** to find out what your society needs to do to prepare.
- **Consider ordering a transition package** (\$40) if you need to know what bylaws and constitution are on file with the Corporate Registry. Even with the transition package documents, you will still need to create a complete, consolidated electronic version of your bylaws that can be uploaded to Societies Online.
 - ⚠ **YOU CANNOT UPLOAD THE TRANSITION PACKAGE AS YOUR BYLAWS WHEN FILING THE TRANSITION APPLICATION.**
- **Have the society's onboarding notice and registry key.** Every society was mailed an onboarding notice containing a Registry Key (similar to a password). The Registry Key was sent to the registered office address on file with the Corporate Registry.
 - ⚠ **If your society did not receive an onboarding notice please contact us to receive your Registry Key: 1-877-526-1526**
- **Sign up for a Basic BCeID.** Anyone using Societies Online needs to have a Basic BCeID account. There are three different kinds of BCeID accounts: Basic, Personal, and Business. Each individual logging in to Societies Online will need their own **Basic BCeID** account.
 - When creating your Basic BCeID, avoid using the name of an organization (i.e., Law firm); a Basic BCeID belongs to the individual logging in and can't be shared.
 - A BCeID is different from the Registry Key provided in the onboarding letter sent to the society. The Registry Key belongs to the society. A BCeID account belongs to an individual.

Getting Started

1. Go to www.gov.bc.ca/SocietiesOnline
2. Click **Log in with BCeID**. (If you do not have a Basic BCeID click **Register for BCeID** to setup a free account)

The screenshot shows the 'Societies Online' homepage. At the top left is the British Columbia logo and the text 'Societies Online'. Below this is a navigation bar with 'Societies Home', 'Home', and 'Help' buttons. The main content area is titled 'Welcome to Societies Online' and lists various services available, such as incorporating a society, filing annual reports, and updating director information. A section titled 'Transition to the new Societies Act' provides information about the new act and links to transition guides. The 'Get Started' section is highlighted, showing a message that a Basic BCeID account is required, with buttons for 'Register for BCeID' and 'Log in with BCeID'. A link to 'Tell me about BCeID' is also present.

3. Click **Access an Existing Society**.

The screenshot shows the user interface after logging in as 'Joe Smith'. The top navigation bar includes the user's name and a 'Log Out' button. The main content area is titled 'Hello Joe! How would you like to begin?' and offers two primary options: 'Access an Existing Society' and 'Incorporate a New Society'. The 'Access an Existing Society' option is highlighted, and it lists actions such as transitioning to the new Act, filing annual reports, and changing directors. The 'Incorporate a New Society' option is also detailed, showing two steps: 'Request a Name' and 'Complete the Incorporation Application'. Below these are 'Other Options' including 'Register an Extraprovincial Non-share Corporation', 'Restore a Dissolved Society', 'Amalgamation', 'Continuation Into B.C.', 'Reinstate the Registration of a Cancelled Extraprovincial Non-share Corporation', and 'Conversion of Special Act'. Each option has a corresponding 'Read more' link.

4. Enter your **Society's Incorporation Number** or **Name**. (Minimum 5 characters required.)
5. Click **Lookup**.

The screenshot shows the 'Societies Online' interface. At the top, there is a dark blue header with the British Columbia logo and the text 'Societies Online'. On the right side of the header, it says 'Joe Smith | Log Out'. Below the header is a dark blue bar with a 'Back to Home' button. The main content area is white and contains a search form. The form has a title 'Find the Society you want to access' and a 'Cancel' link. Below the title, it says 'You can search by name, incorporation/registration number, or business number'. There is a search input field containing 'S1000173' and a 'Lookup' button. Below the search results, there is a light blue box containing the text 'ABC SOCIETY OF BC (S1000173)'. Below this, it says 'To access this society enter the Registry Key:'. There is an empty input field for the Registry Key, a 'Show Key' button, and a link 'Where can I find the Registry Key?'. At the bottom of the light blue box is a 'Continue' button. Below the light blue box, there is a small text note: 'The Registry Key is required to access and maintain your society or extraprovincial non-share corporation. It is different than the password you supply to log in to the Societies Act Application'.

6. Enter the **Registry Key** for your society.
7. Click **Continue**.
Next, you will be on your society's **Dashboard**.

Filing a Transition Application

The society's dashboard is where you can see all the information about the society, as well as submit filings to the Corporate Registry.

BRITISH COLUMBIA Societies Online **Society's Dashboard**

Back to Home | Dashboard | Filing History | Manage Site Access | Payment Methods | Help

ABC SOCIETY OF BC
Incorporation Number: 51000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

Annual Report: \$40.00
Change of Directors: \$15.00
Change of Address: \$15.00
Change to Bylaws: \$50.00
More Options

Go to your Home to:
• Manage a different Extraprovincial Non-share Corporation or Society
• Create a new Extraprovincial Non-share Corporation or Society

To Do List (1 Item)
Transition your Society to the new B.C. Societies Act [Step-by-step filing instructions](#)

Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)
Delivery Address: 888888 OAKMOUNT RD, VICTORIA BC V8P 1M4
Mailing Address: 999999 REYNOLDS RD, VICTORIA BC V8P 2K8

Society's Email Address [Why is an Email Address requested?](#)
Primary Email: lucasoneil@gmail.com
Alternate Email: [Edit](#)

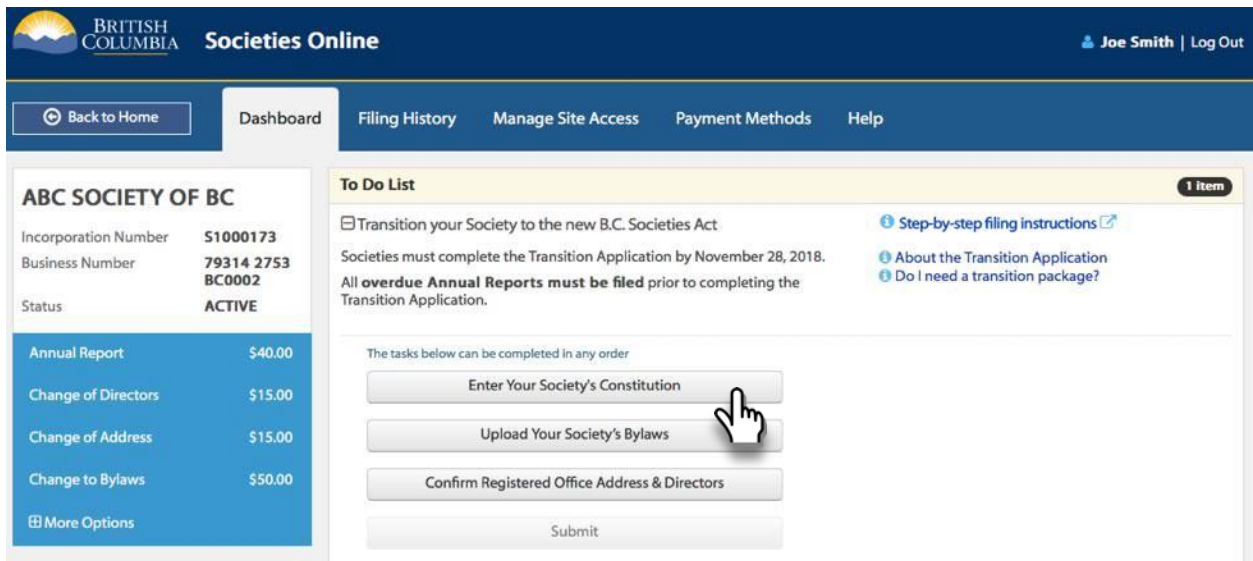
Society's Directors [File a Change \(\\$15.00\)](#) [Who can be a director?](#)
Betty Marie Black: 666666 GEORGE CRT, WEST KELOWNA BC V4T 2K4
Charlie C Chase: 444444 9TH ST, WEST VANCOUVER BC V7T 2K6
Jason Joseph Jacks: 111111 CEDAR HILL CROSS RD, VICTORIA BC V8P 2M4
Johnny Joseph James: 555555 64TH AVE West, VANCOUVER BC V6P 2L4
Sammy Smith: 234234 MONTROSE AVE, VICTORIA BC V8T 2K4

1. Click the to open the **Transition Application** task from the **To Do** list.

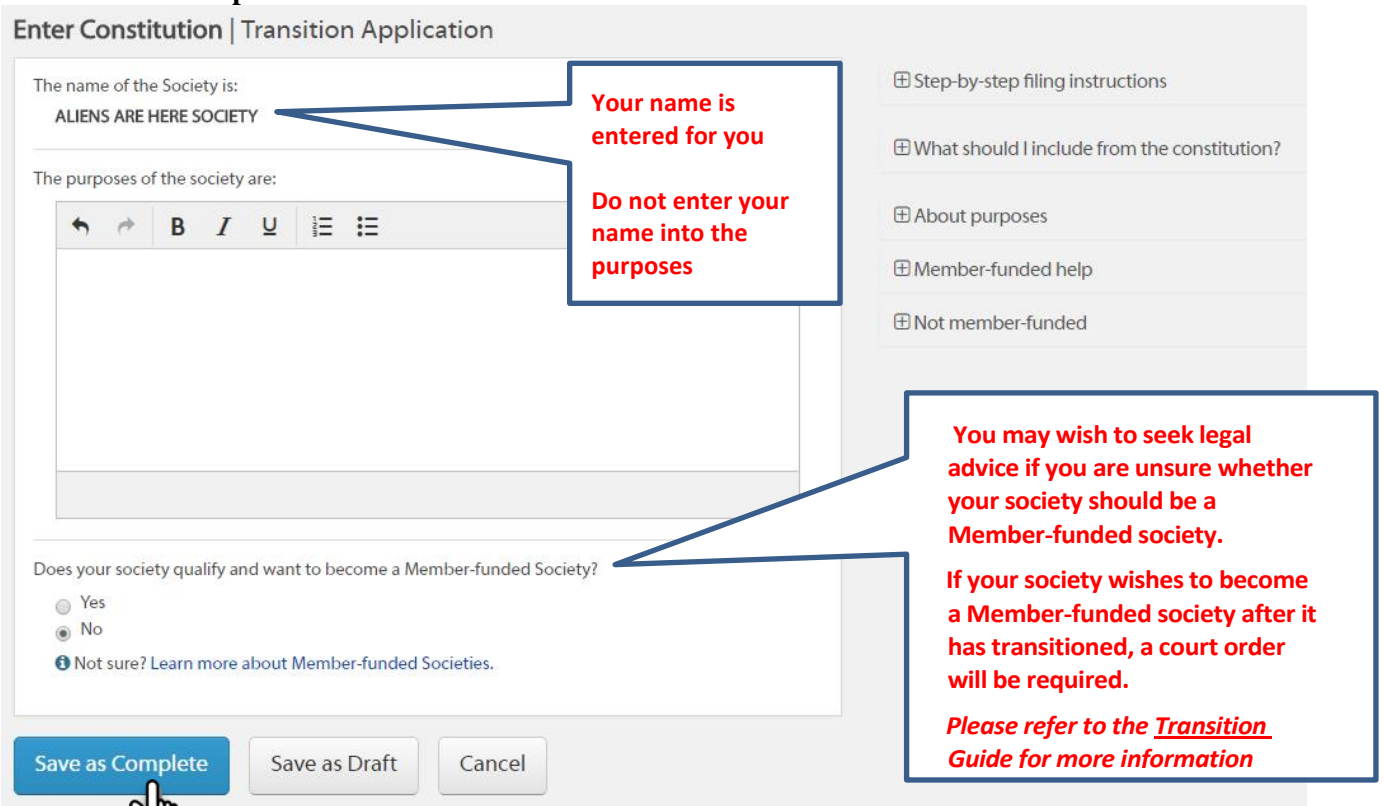
When you expand the next to the Transition Application task, you will see all of the required tasks, which can be completed in any order.

Before you can complete the Transition Application, all overdue Annual Reports must be filed and your directors and registered office address must be up to date. Note: you can update your directors and registered address information as part of an Annual Report filing to reflect changes made at an Annual General Meeting; otherwise, a Notice of Change of Directors or Notice of Change of Address of Registered Office filing is required.

2. Click **Enter your Society's Constitution.**



3. Enter the society's existing purposes, word for word, as they are currently filed with the Registry. Purposes cannot be changed as part of the transition process. Ensure that any additional provisions (including unalterable clauses) are moved to the society's bylaws. For more information on additional provisions and unalterable clause please review the [Transition Guide](#) page 3.
4. Indicate if your society qualifies and wants to become a Member-funded society.
5. Click **Save as Complete.**



6. The Constitution step is now complete (indicated by a green checkmark). Click **View Draft Constitution** to confirm it is correct.

The screenshot displays the 'Societies Online' interface for the 'ABC SOCIETY OF BC'. The user is logged in as 'Joe Smith'. The dashboard includes a navigation menu with options like 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. On the left, a sidebar lists services such as 'Annual Report' (\$40.00), 'Change of Directors' (\$15.00), 'Change of Address' (\$15.00), and 'Change to Bylaws' (\$50.00). The main content area features a 'To Do List' with a '1 item' badge. The list item is 'Transition your Society to the new B.C. Societies Act', which is marked as complete with a green checkmark. Below this, a sequence of tasks is shown: 'View Your Society's Constitution' (checked), 'Upload Your Society's Bylaws', 'Confirm Registered Office Address & Directors', and 'Submit'. A hand cursor is positioned over the 'View Draft Constitution' link, which is highlighted in blue. Other links include 'Step-by-step filing instructions', 'About the Transition Application', 'Do I need a transition package?', and 'Clear Filing'.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

ABC SOCIETY OF BC

Incorporation Number **S1000173**
Business Number **79314 2753 BC0002**
Status **ACTIVE**

Annual Report \$40.00
Change of Directors \$15.00
Change of Address \$15.00
Change to Bylaws \$50.00
More Options

To Do List 1 item

Transition your Society to the new B.C. Societies Act [Step-by-step filing instructions](#)

Societies must complete the Transition Application by November 28, 2018. [About the Transition Application](#)
All overdue Annual Reports must be filed prior to completing the Transition Application. [Do I need a transition package?](#)

The tasks below can be completed in any order

View Your Society's Constitution [View Draft Constitution](#)

Upload Your Society's Bylaws

Confirm Registered Office Address & Directors

Submit [Clear Filing](#)

Go to your Home to:
• Manage a different Extraprovincial Non-

Bylaws

1. Click Upload your Society's Bylaws.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

ABC SOCIETY OF BC
Incorporation Number: S1000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

To Do List 1 Item

Transition your Society to the new B.C. Societies Act
Societies must complete the Transition Application by November 28, 2018.
All overdue Annual Reports must be filed prior to completing the Transition Application.

The tasks below can be completed in any order

View Your Society's Constitution ✓ View Draft Constitution

Upload Your Society's Bylaws

Confirm Registered Office Address & Directors

Submit Clear Filing

Annual Report \$40.00
Change of Directors \$15.00
Change of Address \$15.00
Change to Bylaws \$50.00
More Options

Go to your Home to:
Manage a different Extraprovincial Non-

2. Click Upload a complete set of bylaws.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

ABC SOCIETY OF BC (S1000173)

Upload Bylaws | Transition Application

IMPORTANT: Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry). Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.

Our society is amending its Bylaws on Transition.

Upload a complete set of bylaws

⚠ Uploading your scanned bylaws or uploading the Transition Package is not an acceptable submission.

ℹ For best results, save your bylaws as a PDF. In some instances, the numbering of your bylaws may change if you use other file formats. We suggest you view your draft bylaws before you submit.

Accepted file formats:

- .pdf
- .doc
- .docx
- .wpd
- .txt
- .rtf

Step-by-step filing instructions

What are the Bylaw Requirements?

Accepted file formats

Save as Complete Cancel

⚠ The document you upload must be a complete, consolidated electronic version – not a scanned copy (image) of the bylaws or the transition package.

ABC SOCIETY OF BC (S1000173)

Upload Bylaws | Transition Application

IMPORTANT: Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry). Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.

Our society is amending its Bylaws on Transition.

Date Special Resolution was passed:

2016-07-29

Success! Your bylaws have been uploaded and converted to a PDF. Keep a copy of the file you uploaded so you can use it to make future changes.

Bylaw:

Your bylaw document is available [here as PDF](#)
(original name: ABC Bylaws.txt)

Delete

Save as Complete

Cancel

Step-by-step filing instructions

What are the Bylaw Requirements?

Accepted file formats

1. Only tick the checkbox if your society is amending its Bylaws on Transition. (Unalterable clauses cannot be amended at this time.)
2. Enter the date that the Special Resolution was passed to authorize the change to the bylaw(s).



Amending your society's bylaws on transition requires a special resolution of the members. The set of bylaws uploaded must contain any unalterable clauses that the society had in its constitution. Please refer to the Transition Guide for more information about amending bylaws and unalterable clauses.

3. Click **Save as Complete**.

For best results, save/convert your bylaws to a PDF. In some instances, the numbering of your bylaws may change if you use other formats. **We suggest you view your draft bylaws before you submit.** Accepted file formats are: .pdf, .doc, docx, wpd, .txt, .rtf

4. The bylaws are now uploaded. Click **View Draft Bylaws** to confirm they are correct.

The screenshot shows the user's dashboard for ABC SOCIETY OF BC. The 'To Do List' section contains the following items:

- Transition your Society to the new B.C. Societies Act. Societies must complete the Transition Application by November 28, 2018. All overdue Annual Reports must be filed prior to completing the Transition Application.
 - View Your Society's Constitution (checked)
 - View Your Society's Bylaws (checked)
 - Confirm Registered Office Address & Directors
 - Submit
- View Draft Constitution
- View Draft Bylaws** (highlighted with a mouse cursor)
- Clear Filing

Additional links in the To Do List include: Step-by-step filing instructions, About the Transition Application, and Do I need a transition package?

Registered Office Address & Directors

1. Click **Confirm Registered Office Address & Directors**

The screenshot shows the 'Societies Online' dashboard for 'ABC SOCIETY OF BC'. The user is logged in as 'Joe Smith'. The dashboard includes a navigation menu with 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. On the left, there is a sidebar with the society's details: Incorporation Number (S1000173), Business Number (79314 2753 BC0002), and Status (ACTIVE). Below this is a list of services and their costs: Annual Report (\$40.00), Change of Directors (\$15.00), Change of Address (\$15.00), and Change to Bylaws (\$50.00). The main content area features a 'To Do List' with one item: 'Transition your Society to the new B.C. Societies Act'. Below the list are buttons for 'View Your Society's Constitution', 'View Your Society's Bylaws', 'Confirm Registered Office Address & Directors', and 'Submit'. A mouse cursor is pointing at the 'Confirm Registered Office Address & Directors' button. There are also links for 'View Draft Constitution', 'View Draft Bylaws', and 'Clear Filing'.

2. Review your Registered Office and Directors information. Update the society's email address, if required.

The screenshot shows the 'Confirm Registered Office Address & Directors | Transition Application' form. The form is titled 'ABC SOCIETY OF BC (S1000173)'. It contains the following sections:

- Registered Office Address:** Delivery Address (888888 OAKMOUNT RD, VICTORIA BC V8P 1M4) and Mailing Address (999999 REYNOLDS RD, VICTORIA BC V8P 2K8).
- Society's Email Address:** Primary Email Address (abc@gmail.com) and Alternate Email Address (empty).
- Directors:** Betty Marie Black (666666 GEORGE CRT, WEST KELOWNA BC V4T 2K4), Charlie C Chase (444444 9TH ST, WEST VANCOUVER BC V7T 2K6), Jason Joseph Jacks (111111 CEDAR HILL CROSS RD, VICTORIA BC V8P 2M4), Johnny Joseph James (555555 64TH AVE West, VANCOUVER BC V6P 2L4), and Sammy Smith (234234 MONTROSE AVE, VICTORIA BC V8T 2K4).

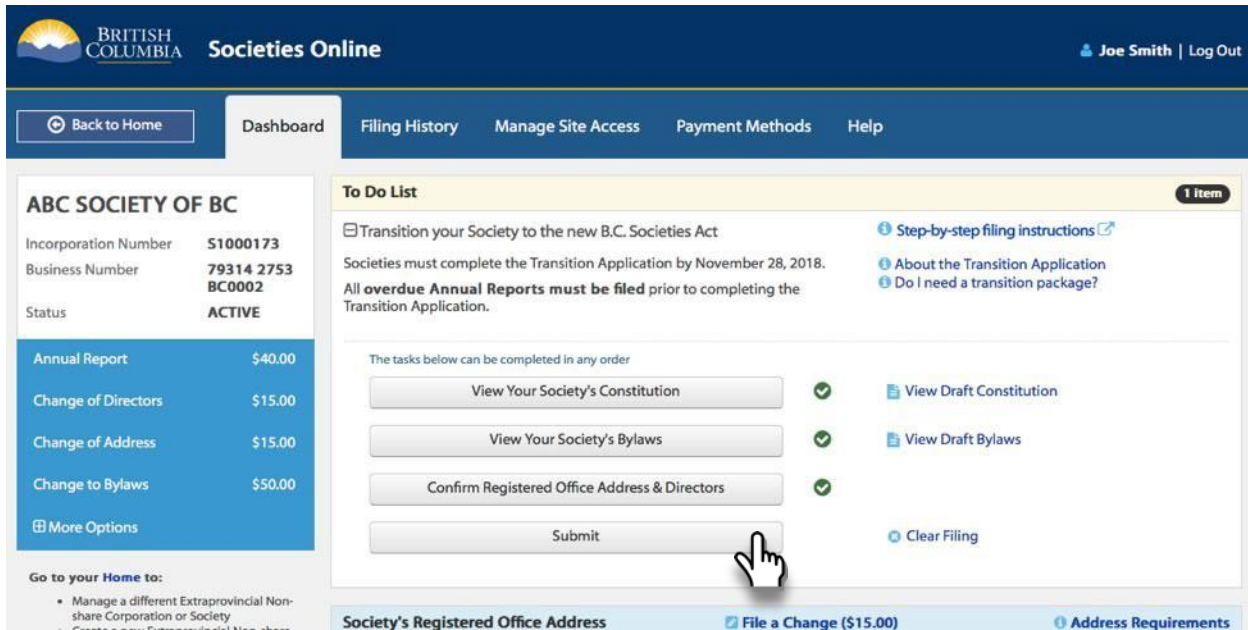
At the bottom of the form, there are two buttons: 'Save as Complete' and 'Cancel'. A mouse cursor is pointing at the 'Save as Complete' button. On the right side of the form, there are two expandable sections: 'How do I change the Registered Office Address?' and 'How do I change Director information?'.

3. Click **Save as Complete**.

! If you need to update your directors or registered office address, file a **Change of Directors** or **Change of Address** first before you complete this step. You may exit the **Transition Application** to make these filings, then return to the **Transition Application** without losing the information you have entered.

Submit Filing

1. Click **Submit**.



BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

ABC SOCIETY OF BC

Incorporation Number **S1000173**
Business Number **79314 2753**
BC0002
Status **ACTIVE**

Annual Report \$40.00
Change of Directors \$15.00
Change of Address \$15.00
Change to Bylaws \$50.00
More Options

Go to your Home to:

- Manage a different Extraprovincial Non-share Corporation or Society

To Do List 1 Item

Transition your Society to the new B.C. Societies Act [Step-by-step filing instructions](#)

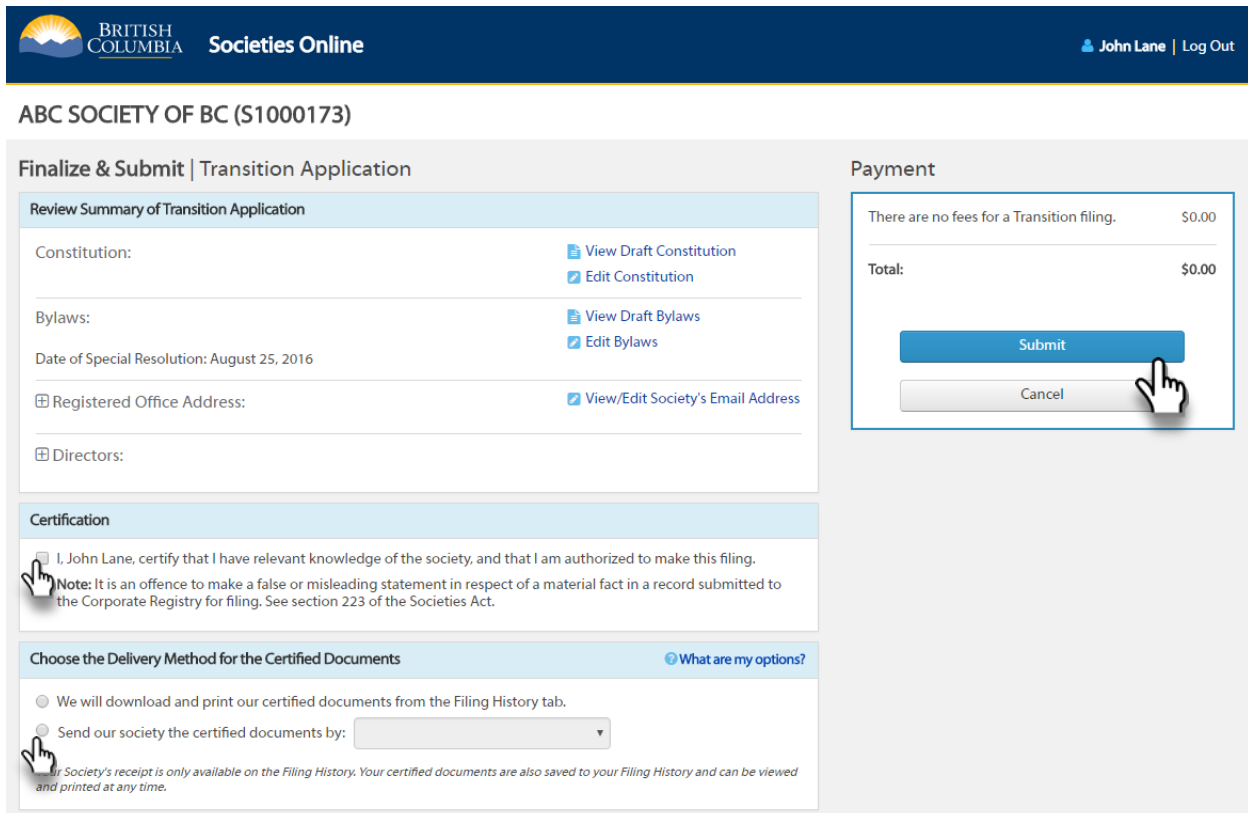
Societies must complete the Transition Application by November 28, 2018. [About the Transition Application](#)
All **overdue Annual Reports must be filed** prior to completing the Transition Application. [Do I need a transition package?](#)

The tasks below can be completed in any order

View Your Society's Constitution	✓	View Draft Constitution
View Your Society's Bylaws	✓	View Draft Bylaws
Confirm Registered Office Address & Directors	✓	
Submit		Clear Filing

Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)

2. Review Transition Application. We suggest you review your documents, if you have not already, for correctness and formatting. Fees will be required if you need to make changes/corrections after filing.
3. Choose the **Delivery Method** for receipt of your society's documents.
4. Click **Submit**.



BRITISH COLUMBIA Societies Online John Lane | Log Out

ABC SOCIETY OF BC (S1000173)

Finalize & Submit | Transition Application

Review Summary of Transition Application

Constitution: [View Draft Constitution](#)
[Edit Constitution](#)

Bylaws: [View Draft Bylaws](#)
[Edit Bylaws](#)

Date of Special Resolution: August 25, 2016

Registered Office Address: [View/Edit Society's Email Address](#)

Directors:

Certification

I, John Lane, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.
Note: 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 for filing. See section 223 of the Societies Act.

Choose the Delivery Method for the Certified Documents [What are my options?](#)

We will download and print our certified documents from the Filing History tab.

Send our society the certified documents by:

Society's receipt is only available on the Filing History. Your certified documents are also saved to your Filing History and can be viewed and printed at any time.

Payment

There are no fees for a Transition filing. \$0.00

Total: \$0.00

Submit

Cancel

Your **Transition Application** has now been filed with the Corporate Registry.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home | Dashboard | Filing History | Manage Site Access | Payment Methods | Help

ABC SOCIETY OF BC

Incorporation Number: S1000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

- Annual Report: \$40.00
- Change of Directors: \$15.00
- Change of Address: \$15.00
- Change to Bylaws: \$50.00

More Options

Messages 1 Item

✓ Transition Application Complete. ←
Certified documents are available under the Filing History tab.

Society's Registered Office Address

File a Change (\$15.00) | Address Requirements

Delivery Address: 888888 OAKMOUNT RD, VICTORIA BC V8P 1M4
Mailing Address: 999999 REYNOLDS RD, VICTORIA BC V8P 2K8

Society's Email Address

Why is an Email Address requested? | Edit

Primary Email: abc@gmail.com | Alternate Email

Society's Directors

File a Change (\$15.00) | Who can be a director?

Betty Marie Black 666666 GEORGE CRT WEST KELOWNA BC V4T 2K4	Charlie C Chase 444444 9TH ST WEST VANCOUVER BC V7T 2K6	Jason Joseph Jacks 111111 CEDAR HILL CROSS RD VICTORIA BC V8P 2M4
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Click on **Filing History** to see your filings and access your certified documents.

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home | Dashboard | **Filing History** | Manage Site Access | Payment Methods | Help

ABC SOCIETY OF BC

Incorporation Number: S1000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

- Annual Report: \$40.00
- Change of Directors: \$15.00
- Change of Address: \$15.00
- Change to Bylaws: \$50.00

More Options

Filings

Filter by Filing:

Filing	Date Filed (Pacific Time)	Details	View Documents
Transition Application	Nov 23, 2016 04:01 PM	Filed By: Joe Smith Special Resolution Date: Nov 01, 2016	Constitution ← Bylaws Statement of Directors and Registered Office Transition Application Receipt
2012 BC Annual Report AGM: Dec 31, 2012	Nov 03, 2016 01:06 PM	Filed By: Registry Staff If Registered Office was changed, effective date: Jan 01, 2013 12:01 AM	Annual Report Receipt
Correction - Put Back On	Sep 26, 2011 09:40 AM	View Detail Filed By: Registry Staff	Available on paper only
Ordinary Resolution - Voluntary Dissolution	Sep 14, 2011 04:27 PM	Filed By: Registry Staff	Available on paper only
Notice of Change of Address	Sep 12, 2011 03:24 PM	Filed By: Registry Staff Effective: Sep 13, 2011 12:01 AM	Available on paper only
Incorporate a Society	Sep 02, 2011 09:56 AM	Filed By: Registry Staff	Available on paper only

Showing 1 to 6 of 6 entries

Previous 1 Next

All of your certified documents are in the filing history. You can access them here anytime.

More Resources

Please visit www.gov.bc.ca/societies

To speak to us, please call 1- 877-526-1526