

How to Change the Name of your Professional Corporation (PC) to Include Chartered Professional Accountant(s) (October 2015)

The following instructions deal only with the administrative steps that must be taken with CPA Manitoba and the Companies Office of Entrepreneurship Manitoba to change the name of your PC from a legacy name to include “Chartered Professional Accountant(s)”. Any other name change request must be filed using the standard firm approval process and forms. Companies Office forms should be obtained directly from the Companies Office.

STEP 1 - Obtain approval from CPA Manitoba to change your PC name.

- Under legislation, the professional corporation must provide public accounting services, must include the words “Chartered Professional Accountant” or “Chartered Professional Accountants” and must include a reference to the fact that the entity is incorporated, for example, “Inc.”, “Ltd.” or “Corp.” or some other wording acceptable to the Companies Office.
- Under Bylaw 803,
 - public accounting services firms **may** change their firm names or descriptive styles to include the words “Chartered Professional Accountant(s)” starting September 1, 2015 and the change **must be made** not later than March 31, 2017; and
 - other regulated services firms **may** change their firm names or descriptive styles to include the words “Chartered Professional Accountant(s)” starting September 1, 2015, **provided that** the firm is not a legacy professional corporation. Legacy professional corporations that do not provide public accounting services must deregister as “professional corporations” and change their names to exclude any reference to either a legacy designation or “Chartered Professional Accountant(s)”.
- File the [REQUEST FOR APPROVAL OF CORPORATE NAME CHANGE](#) with CPA Manitoba. The Companies Office will not proceed with the name change for the PC until you provide the signed REQUEST FOR APPROVAL OF CORPORATE NAME CHANGE from CPA Manitoba.
- The [REQUEST FOR APPROVAL OF CORPORATE NAME CHANGE](#) must be signed by a member who is a director of the PC.
- It is not necessary to provide CPA Manitoba with a copy of your Articles of Incorporation or Articles of Amendment.

STEP 2 - Reserve the new name with the Companies Office.

- The Companies Office requires a name reservation for these name changes. There is a fee of \$45 for this reservation request:
 - You may go their website to complete and submit the forms at:
<https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.
 - Alternatively, you may complete the forms on paper and submit either prior to, or with, the other required documents (Step 3). Those forms are available at:
<http://www.companiesoffice.gov.mb.ca/forms/namersrv.pdf>.

STEP 3 – Obtain and complete the required Companies Office forms.

- Your PC's Annual Returns must be up to date.
- In addition to the signed [REQUEST FOR APPROVAL OF CORPORATE NAME CHANGE](#), the Companies Office will need:
 - Articles of Amendment - you can request a specific effective date in the Request for Service which is not more than 30 days in the future. If a date is not requested, the Articles of Amendment will be dated the day of filing.
 - A Request for Service form, and
 - A processing fee of \$175
- The forms must be originals and are filed in duplicate. The links to the form and instructions are below:
 - http://www.companiesoffice.gov.mb.ca/forms/amendment_e.pdf
 - http://companiesoffice.gov.mb.ca/instruction_sheets/amendment_e.pdf
 - http://www.companiesoffice.gov.mb.ca/forms/request_for_service_e.pdf
- If your PC is an extra-provincially registered PC (originating from outside of Manitoba but with a Manitoba office), you will need to file an Application for Supplementary Certificate of Registration to reflect the name change in their own jurisdiction. The same fee of \$175 applies and the forms and instructions can be found here:
 - http://www.companiesoffice.gov.mb.ca/forms/appl_for_suppl_cert_of_reg.pdf
 - http://www.companiesoffice.gov.mb.ca/forms/request_for_service_e.pdf
 - http://companiesoffice.gov.mb.ca/instruction_sheets/supplementary_cert_of_reg_e.pdf

STEP 4 - File the registration forms with the Companies Office.

- File the [REQUEST FOR APPROVAL OF CORPOPRATE NAME CHANGE](#), the forms required by the Companies Office and the related filing fee with the Companies Office.

STEP 5 - Notify CPA Manitoba that your name change has been approved.

- Advise CPA Manitoba that you have completed the registration process upon receipt of approval of the firm's name change from the Companies Office. You may send the confirmation by e-mail to [Effie Siquenza](#).