

How to Change the Name of your Sole Proprietorship or Partnership to Include Chartered Professional Accountants (July 2015)

The following instructions deal only with the administrative steps that must be taken with CPA Manitoba to change the name of your sole proprietorship or partnership from a legacy name to include “Chartered Professional Accountants”. Any other request for a change of name or other change must be filed using the standard firm approval process and forms. Companies Office forms must be obtained directly from the Companies Office.

STEP 1 – Obtain approval from CPA Manitoba to change your sole proprietorship or partnership name.

- 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 SOLE PROPRIETORSHIP OR PARTNERSHIP NAME CHANGE](#) with CPA Manitoba.
- The form must be signed by a member.

STEP 2 – Reserve the new name with the Companies office.

- If your name is registered with the Companies Office as a sole proprietorship or partnership, the Companies Office requires a name reservation for these name changes. There is a fee of \$60.
 - You may go to their website to complete and submit the forms at:
http://www.companiesoffice.gov.mb.ca/forms/change_of_business_name.pdf
http://companiesoffice.gov.mb.ca/instruction_sheets/change_of_business_name_e.pdf