

Index

ACCOUNTANT

- Director's resolution appointing
 - federal, **2:9**
 - Ontario, **2:26**
- Shareholders' resolution appointing
 - Alberta, **2:56; 11:31**
 - British Columbia, **11:30**
 - federal, **11:28**
 - Manitoba, **2:92; 11:33**
 - Ontario, **11:29**
 - Saskatchewan, **2:74; 11:32**

ACQUISITIONS

- See ASSET PURCHASE; SHARE PURCHASE

ADVERSE CLAIM

- Compulsory acquisition
 - See TAKEOVER BIDS
- Notice of
 - Alberta, **29:34**
 - federal, **29:22**
 - Ontario, **29:25**

ADVISERS

- See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

AFFIDAVIT

- Directors', dissolution by request (British Columbia), **17:29**
- Restoration, British Columbia
 - first affidavit, **18:19**
 - second affidavit, **18:23**
- Shareholder list, to obtain, **29:5**
- Solicitor, of (Nova Scotia), **16:32**
- Verification, of (Nova Scotia), **16:8; 16:30**

AGENCY AGREEMENTS

- Treasury offering on "best efforts" basis, **22:7**

O'BRIEN'S II—CORPORATIONS

AGENDA

Chairperson's

See CHAIRPERSON'S AGENDA

Closing

asset purchase, **33:22**

private placement, **24:23**

prospectus offering of securities, **24:15**

share purchase, **33:7**

AGENTS

See also POWERS OF ATTORNEY

Confirmation of, **24:18**

Direction of as to registration of shares, **24:19**

Extra-provincial corporation, appointment of

Nova Scotia, **20:93**

Ontario, **20:2**

Saskatchewan, **20:60**

Transfer

See REGISTRAR AND TRANSFER AGENT

AGREEMENTS

Acquisition, **29:8**

Amalgamation

three cornered merger between two corporations, **15:2**

three corporations, **15:3**

two corporations (Alberta), **15:4**

two federal corporations, **15:1**

Asset purchase, **33:21**

Assignment, **21:24**

Assignment and assumption

British Columbia, **17:26**

director's resolution, approving, **17:24; 17:25**

Nova Scotia, **17:71**

Bank Act security, re, **21:22**

Buy-sell

See SHAREHOLDERS' AGREEMENTS

Credit, **21:2**

Dealer manager, **12:66**

Depositary, **29:19**

Dividend disbursing, **28:3**

Escrow agreement, **33:12.50**

Guarantee, **21:7**

assignment and postponement of claim, **21:40**

Incorporation (British Columbia), **1:29; 1:30**

Indemnity re liabilities, **33:32**

AGREEMENTS—Cont'd

- Insurance assignment, **21:23**
- Inter-creditor, **21:39**
- Listing securities
 - Toronto Stock Exchange, **27:2; 27:4**
 - TSX Venture Exchange, **27:5**
- Loan, non-bank lender, **21:4**
- Mutual fund
 - investment advisor, **26:6**
 - management, **26:5**
- Non-competition, **33:33**
- Non-disclosure
 - mutual, **33:3**
 - one way, **33:2**
- Participation agreement, **13:30**
- Pledge, **21:14**
- Private placement
 - See securities, *infra*
- Public offering
 - See securities, *infra*
- Registrar, **28:3**
- Rights offering
 - rights agency and custodial agreement, **23:17**
 - subscription agency agreement, **22:16**
- Rollover agreement, **33:36**
- Securities
 - account control agreement, **21:16**
 - listing
 - Toronto Stock Exchange, **27:2; 27:4**
 - TSX Venture Exchange, **27:5**
 - private placements
 - dealer agreements, common shares, **23:1**
 - subscription agreements
 - accredited investors, **23:13**
 - common shares by public company, brokered, **23:13**
 - limited partnership units to accredited investors, **23:12**
 - private issuer, by, **23:11**
 - public offering
 - agency agreement, **22:7**
 - underwriting agreements
 - bought deal prospectus offering, **22:4**
 - fully marketed prospectus offering, **22:5**
 - secondary offering, **22:6**
- Security, general, **21:11; 21:12**

O'BRIEN'S II—CORPORATIONS

AGREEMENTS—Cont'd

- Share auction purchase agreement, **13:31**
- Shareholders'
 - See SHAREHOLDERS' AGREEMENTS
- Share pledge, **21:14**
- Share purchase, **33:6**
- Stand-by purchase agreement, **22:14; 23:14**
- Subordination
 - secured debt, **21:42**
 - unsecured debt, **21:41**
- Subscription, private placement of
 - common shares by public company, brokered, **23:13**
 - limited partnership units, **23:12**
 - private issuer, by, **23:11**
- Subscription agency agreement, **22:16**
- Takeover bids
 - acquisition, **29:8**
 - confidentiality, **29:1**
 - dealer manager, **29:6**
 - lock-up, **29:2**
 - soliciting dealer group, **29:7**
- Transfer, on dissolution
 - Alberta, **17:42**
 - federal, **17:2**
 - Manitoba, **17:62**
 - Ontario, **17:9**
 - Saskatchewan, **17:55**
- Transfer agency, **28:3**

AMALGAMATION

- Application (British Columbia), **15:26; 15:27**
- Approval of (Nova Scotia)
 - affidavit in support of, **15:29**
 - application, **15:28**
 - order, **15:30**
- Articles of
 - Alberta, **15:33**
 - federal, **15:31**
 - Manitoba
 - share capital, **15:35**
 - without share capital, **15:36**
 - Ontario, **15:32**
 - Saskatchewan, **15:34**

AMALGAMATION—Cont'd

Creditor

consent of

- Alberta, **15:24**
- federal, **15:24**
- Manitoba, **15:24**
- Ontario, **15:25**
- Saskatchewan, **15:24**

notice to

- federal, **15:21**
- initial (Alberta, Ontario), **15:22**
- Manitoba, **15:21**
- objection, re (Ontario/Alberta), **15:23**
- Saskatchewan, **15:21**

Long form

- director's resolution authorizing, **15:6; 15:9; 15:10**
- shareholder's resolution authorizing
 - Alberta, **15:11**
 - British Columbia, **15:8**
 - general, **15:5**
 - three cornered, **15:7**
- three cornered merger between two corporations, **15:2**
- three corporations, among, **15:3**
- two corporations (Alberta), **15:4**
- two federal corporations, between, **15:1**

Short form, director's resolution authorizing

vertical amalgamation with wholly owned subsidiary

- Alberta, **15:13**
- British Columbia, **15:13**
- federal, **15:12**
- Manitoba, **15:12**
- Ontario, **15:12**
- Saskatchewan, **15:14**

wholly owned subsidiary with another wholly owned subsidiary

- Alberta, **15:15**
- British Columbia, **15:19**
- Manitoba, **15:15**
- Ontario, **15:15**
- Saskatchewan, **15:15**

Statement of, extra-provincial corporation (Alberta), **20:24**Statement of director or officer of amalgamating corporation (Ontario), **15:20**

Statutory declaration, of director or officer of amalgamating corporation

- Alberta, **15:18**
- federal, **15:17**

O'BRIEN'S II—CORPORATIONS

AMALGAMATION—Cont'd

Statutory declaration, of director or officer of amalgamating corporation
—Cont'd
Manitoba, **15:17**
Saskatchewan, **15:17**

AMENDMENT

Articles, to
See ARTICLES, AMENDMENTS TO

ANNUAL INFORMATION FORM

Mutual funds, **26:4**

ANNUAL MEETING

Minutes of, **12:59**
Notice of, **12:10**
special, and, **12:11**
Timetable for, **12:17**

APPLICATION FOR INCORPORATION

Non-share capital corporation
See INCORPORATION
Nova Scotia, statutory declaration in support of, **1:50**

APPLICATIONS

Ceasing to be reporting issuer
See REPORTING ISSUER, CEASING TO BE
Continuance in another jurisdiction, authorization for
federal, **16:22**
Manitoba, **16:9**
Nova Scotia, **16:10**
Ontario, **16:7**
Saskatchewan, **16:8**
Extra-provincial corporation licence
Manitoba, **20:86**
Ontario, **20:1**
material required to obtain, cover letter enclosing, **20:3**
to amend (Ontario), **20:4**
to terminate
Manitoba, **20:89**
Ontario, **20:5**
Extra-provincial corporation registration
Manitoba, **20:86**
amended annual return — extra provincial/federal corporation, **20:90.75**
cancellation of registration of a limited liability partnership or extra
provincial limited partnership, **20:90.50**
change in an extra provincial limited partnership, **20:90.25**

APPLICATIONS—Cont'd

Extra-provincial corporation registration—Cont'd

Manitoba, **20:86**—Cont'd

supplementary certificate, **20:88**

termination of, **20:89**

reinstatement of (Alberta), **20:27**

Saskatchewan, **20:59**

Incorporation, for

See APPLICATION FOR INCORPORATION

Not-for-profit corporation, member (Federal), **2:176**

Not-for-profit corporation, member (Ontario), **1:87**

Provincial to federal

company continue out application, **16:14**

Reinstatement (British Columbia)

full, extra-provincial company, **18:17**

limited, extra-provincial company, **18:14**

Restoration (British Columbia)

full, **18:15; 18:16**

limited, **18:12; 18:13**

Securities commissions, to

authorization and confirmation

Nova Scotia, **30:3**

Ontario, **30:3**

Saskatchewan, **30:13**

authorization and verification, British Columbia, **30:9**

exemptive relief under the Passport System

co-ordinated review application, **30:22**

decision, **30:24**

e-mail to regulators, **30:23**

dual application, **30:19**

decision, **30:21**

e-mail to regulators, **30:20**

hybrid application

decision, **30:28**

dual coordinated review, **30:26**

e-mail to regulators, **30:27**

passport/coordinated review, **30:25**

standard form, **30:16**

decision, **30:18**

e-mail to regulators, **30:17**

recognition as an exempt purchaser, application for, Manitoba, **30:15**

standard form

Alberta, **30:11**

British Columbia, **30:8**

O'BRIEN'S II—CORPORATIONS

APPLICATIONS—Cont'd

- Securities commissions, to—Cont'd
 - standard form—Cont'd
 - Nova Scotia, **30:2**
 - applicant not reporting issuer, **30:5**
 - Ontario, **30:2**
 - applicant not reporting issuer, **30:5**
- Securities dealers, registration of
 - See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS, REGISTRATION OF
- Securities listings on stock exchange, letter with document list, **27:4**

APPOINTMENT

- Agent, extra-provincial corporation
 - Nova Scotia, **20:93**
 - Ontario, **20:2**
 - Saskatchewan, **20:59**
- Attorney, extra-provincial corporation
 - Alberta, NWPTA, **20:35**
 - revocation of, **20:38**
 - British Columbia, **20:12**
 - revocation of, **20:14**
- Auditors
 - See AUDITORS
- Director's resolution filling vacancy, **10:7**
- Proxy
 - Manitoba, **2:129**
 - Ontario, **2:121**
- Shareholder's resolution electing director, **10:6**
- Transfer agent and registrar, directors' resolution, **9:10**

ARTICLES, AMENDMENTS TO

- Company address change, **14:25**
- Name change
 - Alberta, **14:6**
 - British Columbia, **14:9**
 - director's resolution authorizing change to corporation with designated number, **14:10**
 - federal, **14:4**
 - Manitoba, **14:8**
 - Ontario, **14:5**
 - Saskatchewan, **14:7**
 - shareholders' special resolution authorizing
 - British Columbia, **14:3**
 - general, **14:1**

ARTICLES, AMENDMENTS TO—Cont'd

- Name change—Cont'd
 - shareholders' special resolution authorizing—Cont'd
 - Nova Scotia, **14:2**
- Registered office, change of
 - directors' resolution authorizing within province
 - Alberta, **14:15**
 - British Columbia, **14:12**
 - federal, **14:14**
 - general, **14:11**
 - Manitoba, **14:13**
 - Nova Scotia, **14:16**
 - Saskatchewan, **14:17**
 - federal, **14:22**
 - Manitoba, **14:23**
 - Nova Scotia joint stock companies, **14:26**
 - shareholders' resolution changing province
 - federal, **14:18**
 - Manitoba, **14:20**
 - Ontario, **14:19**
 - Saskatchewan, **14:21**
- Share capital, alterations of
 - authorized shares, removing limitation on number of, special resolution/spacing
 - Alberta, **14:30**
 - British Columbia, **14:29**
 - general, **14:27**
 - Nova Scotia, **14:28**
 - changing of rights, privileges, conditions, restrictions attaching to class, special resolution
 - general, **14:49**
 - Nova Scotia, **14:50**
 - consolidation of share capital, notice of (Nova Scotia), **14:56**
 - consolidation of shares
 - British Columbia, **14:29**
 - general form, **14:53**
 - Nova Scotia, **14:54**
 - court documents in support of (Nova Scotia)
 - affidavit, **14:46**
 - order, **14:47**
 - originating notice, **14:45**
 - creation of new class of shares, special resolution
 - British Columbia, **14:33**
 - general, **14:31**

O'BRIEN'S II—CORPORATIONS

ARTICLES, AMENDMENTS TO—Cont'd

- Share capital, alterations of—Cont'd
 - creation of new class of shares, special resolution—Cont'd
 - Nova Scotia, **14:32**
 - designation of series of shares, director's resolution
 - British Columbia, **14:38**
 - creation of new class of shares, issuable in series, special resolution
 - British Columbia, **14:36**
 - general form, **14:34**
 - Nova Scotia, **14:35**
 - general form, **14:37**
 - officers' certificate re solvency, **14:48**
 - stated capital, special resolution
 - reduction by amount not represented by assets
 - Alberta, **14:42**
 - British Columbia, **14:41**
 - general form, **14:39**
 - Nova Scotia, **14:40**
 - reduction to make distribution to shareholders
 - general, **14:43**
 - Nova Scotia, **14:44**
 - subdivision of shares into greater number, special resolution
 - general, **14:43**
 - Nova Scotia, **14:44**

ARTICLES OF ASSOCIATION

- Nova Scotia, **1:49**

ARTICLES OF CONTINUANCE

- Alberta, **16:35; 20:56.50**
- British Columbia, **16:34**
- Federal, **16:20**
- Manitoba
 - without share capital, **16:38**
 - with share capital, **16:37**
- Ontario, **16:33**

ARTICLES OF DISSOLUTION

- Alberta, **17:44**
- Manitoba, **17:68**
- Ontario, **17:12; 17:13**
- Saskatchewan, **17:60**

ARTICLES OF INCORPORATION

- Alberta, **1:33**

ARTICLES OF INCORPORATION—Cont'd

- Amendments to
 - See ARTICLES, AMENDMENTS TO
- British Columbia, **1:31**
- Certification text, **19:13**
- Federal corporation
 - Form 1, **1:18**
 - text, **1:15**
- Manitoba, **1:40**
 - pre-defined clauses, **1:40.20**
- Ontario
 - Form 1, **1:26**
 - text, **1:24**
- Reinstatement of (federal), **1:19**
- Restrictions on share transfer
 - constrained share corporation, **9:6**
 - majority consent
 - directors, **9:1**
 - shareholders, **9:3**
 - unanimous consent
 - directors, **9:2**
 - transferee not existing shareholder, **9:5**
 - shareholders, **9:4**
- Saskatchewan, **1:38**

ARTICLES OF REVIVAL

See REVIVAL

ASSET PURCHASE

- Asset purchase agreement, **33:21**
- Certificates re
 - corporate documents, **33:26**
 - representations, warranties and performance, **33:27**
- Closing agenda, **33:22**
- Copyright, assignment of, **33:31**
- General conveyance, assignment and bill of sale, **33:28**
- Intent, letter of, **33:20**
- Lease, assignment of with consent of landlord, **33:29**
- Legal opinions by
 - purchaser's counsel, **33:35**
 - vendor's counsel, **33:34**
- Liabilities, indemnity agreement re certain, **33:32**
- Non-competition agreement, **33:33**
- Resolutions
 - purchaser's directors, **33:25**

O'BRIEN'S II—CORPORATIONS

ASSET PURCHASE—Cont'd

- Resolutions—Cont'd
 - vendor's directors, **33:23**
 - vendor's shareholders', **33:24**
- Trademarks, assignment of, **33:30**

ASSIGNMENT

- Asset purchase, **33:28**
- Book debts, **21:13**
- Copyright, of, **33:22**
- Rents and leases, **33:29**
- Trademarks, of, **33:30**

ATTENDANCE

- Scrutineers' report of, **12:50**

ATTORNEY

- Extra-provincial corporations notice
 - Alberta, service or change of, **20:23**
 - British Columbia
 - address, change of, **20:13; 20:36**
 - appointment of, **20:12; 20:35**
 - revocation of, **20:38**
 - information, correction of, **20:39**
 - resignation of, **20:15**
 - resignation or removal of, **20:37**
 - revocation of, **20:14**

AUDIT COMMITTEE

- Appointment of, **10:27**
- Charter, **32:14**
- Formation of, directors' resolution, **10:26**
- Meeting, minutes of, **10:28**
- Preliminary prospectus, final statement, approval of, **24:3**
- Report, minutes of directors' meeting, **10:29**
- Terms of reference, public company, **10:30**

AUDITORS

- Appointment of
 - ballot for, **12:46**
 - notice of, **2:103**
 - shareholders' resolution, **11:1; 12:40**
 - Alberta, **2:55**
 - federal, **2:14**
 - Manitoba, **2:91**
 - Nova Scotia, **2:102**
 - Ontario, **2:31**

AUDITORS—Cont'd

- Appointment of—Cont'd
 - shareholders' resolution, **11:1; 12:40**—Cont'd
 - Saskatchewan, **2:73**
- Certificate (Nova Scotia), **17:72**
- Consent letter, public offering, **24:10**
- Direction to re registration of securities dealers, **31:11**
- Dispensing with appointment of
 - accountant, shareholders' resolution appointing
 - Alberta, **11:31**
 - British Columbia, **11:30**
 - federal, **11:28**
 - Manitoba, **11:33**
 - Ontario, **11:29**
 - Saskatchewan, **11:32**
 - British Columbia, waiver, **2:42**
 - consent to application for exemption
 - Saskatchewan, **11:35**
 - unanimous consent
 - Alberta, **11:20**
 - federal, **11:17**
 - Manitoba, **2:132; 11:20**
 - Ontario, **11:18**
 - Saskatchewan, **11:19**
 - shareholders' resolution re
 - Alberta, **11:25**
 - British Columbia, **11:24**
 - federal, **11:22**
 - Manitoba, **11:27**
 - Ontario, **11:23**
 - Saskatchewan, **11:26**
- National Instrument 51-102, compliance procedures under continuous disclosure obligations
 - notice of change of auditor, **11:7**
 - sample letter
 - former auditor, from, **11:8**
 - successor auditor, from, **11:9**
- Non-reappointment, notice to, **11:4**
- Non-share capital corporation, notice to (Ontario), **2:171**
- Public offering of securities, closing of, auditors' consent letter, **24:10**
- Removal of
 - notice to, **11:3**
 - shareholders' resolution, **11:5**
 - appointment of another, including, **11:6**

O'BRIEN'S II—CORPORATIONS

AUDITORS—Cont'd

- Requirement of attendance, notice of
 - Alberta, **11:13**
 - British Columbia, **11:12**
 - federal, **11:10**
 - Manitoba, **11:15**
 - Ontario, **11:11**
 - Saskatchewan, **11:14**
- Shareholders' consent exempting from requirements as to appointment and duties of
 - Manitoba, **2:105; 2:132**
 - Ontario, **2:104**
- Shareholders' resolution not to appoint
 - Alberta, **2:107**
 - federal, **2:106**
 - Manitoba, **2:109**
 - Saskatchewan, **2:108**
- Waiver of (British Columbia), **2:42**

BALLOTS

- Auditors, appointment of, **12:46**
- Directors, election of, **12:45**
 - cumulative voting, **12:49**
 - single ballot, **12:48**
- Ordinary resolution, by, **12:47**
- Special resolution, by, **12:47**

BANK ACT

- Agreement re Bank Act security, **21:22**
- Application for credit, **21:21**
- Notice of intention, **21:19**
- Special security re
 - s. 426 on minerals, hydrocarbons and other property, **21:20**
 - s. 427 specified property, **21:18**

BANKING

- See also BORROWING
- By-law (Manitoba), **2:96**
- Directors' resolutions
 - Alberta, **2:48**
 - federal, **2:6**
 - Manitoba, **2:83**
 - Ontario, **2:23**
 - Saskatchewan, **2:66**

BANKING GROUP

See UNDERWRITING AGREEMENTS

BIDS

See TAKEOVER BIDS

BILLS OF SALE

Asset purchase, **33:28**

BOARD OF DIRECTORS

Information circular regarding election of, **12:24**

Organizational meeting, minutes of

Manitoba, **2:127**

Ontario, **2:119**

meeting procedure (checklist), **12:1**

Resolution approving filing of final prospectus, **24:2**

Resolution approving filing of preliminary prospectus, **24:1**

Waiver of notice of meeting by, **12:4**

Manitoba, **2:128**

Ontario, **2:120**

BONDS

Notice of redemption

full, **21:55**

partial, **21:56**

Trust deed securing, **21:10**

BOOK DEBTS

General assignment of, **21:13**

BORROWING

See also BANKING

Bank Act forms

See BANK ACT

Bonds

See BONDS

Book debts, general assignment of, **21:13**

Borrower's directors, resolution of, **21:48**

Borrowing power certificate, non-restriction of, **19:22**

Claim, assignment and postponement of, **21:40**

Corporate documents

borrower

certificate of officer of, **21:52**

directors' resolution approving loan, **21:48**

opinion of counsel of, **21:44; 21:45**

guarantor

certificate of officer of, **21:53**

O'BRIEN'S II—CORPORATIONS

BORROWING—Cont'd

Corporate documents—Cont'd

guarantor—Cont'd

directors' resolution authorizing guarantee, **21:49**

opinion of counsel of, **21:45**

Credit agreement, **21:2**

Debentures

See DEBENTURES

Discharge of indebtedness

notice of redemption of bonds or debentures, **21:55; 21:56**

release and discharge, general, **21:58**

release and reconveyance of debenture or trust deed, **21:57**

Disclosure, notice of

Alberta, **21:36**

British Columbia, **21:37**

Saskatchewan, **21:38**

Drawdown notice, **21:3**

Guarantee, **21:7**

assignment and postponement of claim, **21:40**

Incumbency and signatures, certificate of, **21:51**

Inter-creditor agreement, **21:39**

Landlord, consent and postponement of, **21:54**

Loan agreement, **21:4**

No default, certificate of, **21:50**

Opinions

bank's counsel, of, **21:43**

borrower's counsel, of, **21:44**

control, **21:46**

guarantor and bank's counsel, **21:45**

Powers, **1:58**

certificate of non-restriction of, **19:22**

Promissory note, **21:5**

Securities account control agreement, **21:16**

Security, general agreement, **21:11; 21:12**

Security documents

See SECURITY DOCUMENTS

Shareholders' resolution (Nova Scotia), **2:101**

Share pledge agreement, **21:14**

Subordination agreement

secured debt, **21:42**

unsecured debt, **21:41**

Trust deed securing bonds and debentures, **21:10**

BRITISH COLUMBIA SOCIETIES ACT

Annual report, **2:187**

BRITISH COLUMBIA SOCIETIES ACT—Cont’d

Directors, notice of changes in, **2:185**
 Resolution, copy of, **2:186**

BROKER WARRANTS

Generally, **22:8**

BY-LAWS

Amendments, minutes of, **12:61**
 Banking
 Alberta, **2:58**
 Manitoba, **2:163**
 Certification text, **19:14**
 extract, **19:16**
 Chairperson’s agenda, amendment to by-laws
 British Columbia, **12:57**
 Ontario, **12:56**
 General
 Alberta, **2:57; 2:58**
 federal, **2:17**
 Manitoba, **2:95**
 non-share capital corporation
 Alberta society, **1:95**
 British Columbia, **2:165; 2:166**
 federal, **1:80**
 Manitoba, **2:168**
 Nova Scotia, **1:112**
 Ontario, **2:164**
 Saskatchewan, **2:167**
 Ontario, **2:33**
 Saskatchewan, **2:77**
 Passing by signature
 director’s resolution, **2:144**
 shareholder’s resolution, **2:145**
 special resolution, **2:146**
 Shareholders resolution confirming, **12:41**
 Alberta, **2:54**
 amendment to, **12:44**
 federal, **2:13**
 Manitoba, **2:90**
 Ontario, **2:30**
 Saskatchewan, **2:72**
 Significant control register, CBCA, **2:17.50**

CANADIAN DEALING NETWORK

See STOCK EXCHANGE

CAPITAL

Share

See ARTICLES, AMENDMENTS TO, share capital

Stated, reduction of

by amount not represented by assets

British Columbia, **14:38**

general, **14:39**

Nova Scotia, **14:40**

solvency, officer's certificate as to, **14:48**

to make distribution to shareholders

general, **14:43**

Nova Scotia, **14:44**

court documentation in support of

affidavit, **14:46**

order, **14:47**

originating notice, **14:45**

CERTIFICATE

Application re ceasing to be reporting issuer, verification, **30:45**

Asset purchase

corporate documents, **33:26**

representations, warranties and performance, **33:27**

Authentication of, **24:13**

Corporate documents, as to, **33:11; 33:26**

Estoppel, **33:14**

Incumbency, **19:20; 33:12**

signatures, and, **21:51**

Independent legal advice (Saskatchewan), **21:35**

Lawyer, of

Alberta, **21:32**

Saskatchewan, **21:31**

Net worth certificate, **13:33**

No default, **21:50**

Non-restriction of borrowing power, **19:22**

Officer's

agency agreement, pursuant to

private placement, **24:25**

prospectus offering, **24:17**

articles, by-laws, resolutions and incumbency

private placement, **24:24**

prospectus offering, **24:16**

borrower, **21:52**

counsel of issuer, opinion, **24:26**

guarantor, **21:53**

CERTIFICATE—Cont'd

Officer's—Cont'd

solvency on

purchase of common shares generally, **8:15**

purchase of common shares to eliminate fractions, settle debt or claim,
8:16

redemption or retraction of preferred shares, **8:17**

share capital alteration, **14:48**

Qualification, filing of short form prospectus, **24:7**

Registrar and transfer agent re factual matters, **28:4**

Representations, warranties and performance, **19:21; 33:13; 33:27**

Rights offering, **24:22**

Share

See SHARE CERTIFICATES

Share purchase

corporate documents, **33:11**

estoppel, **33:14**

incumbency, **33:12**

representations, warranties and performance, **33:13**

Tax clearance certificate, letter requesting

Canada Revenue Agency, **17:3**

Manitoba, **17:63**

Ontario, **17:10**

Transfer agent and registrar re factual matters, **28:4**

CERTIFICATION TEXT

Articles, **19:13**

By-laws, **19:14**

Extract from

by-law, **19:16**

directors' minutes, **19:15**

shareholders' meeting, **19:19**

Resolution

directors', **19:12**

shareholders', **19:17**

shareholders' special, **19:18**

CHAIRPERSON'S AGENDA

Annual meeting

long form, **12:54**

short form, **12:53**

By-laws, amendments to, **12:56**

British Columbia, **12:57**

Ontario, **12:56**

Cumulative voting, **12:55**

O'BRIEN'S II—CORPORATIONS

CHAIRPERSON'S AGENDA—Cont'd

Special resolution and right to dissent, **12:58**

CHARITABLE CORPORATION

Objects clauses

pre-approval of, Public Trustee and Guardian, letter to, **1:82**

Registration

application to Revenue Canada, **2:172**

Manitoba, **1:109**

CHARTER

Audit committee, **32:14**

CHECKLISTS

Directors, meetings of, **12:1**

Dissolution, voluntary (British Columbia), **17:20**

Not-for-profit incorporation, Ontario, **1:81**

Not-for-profit incorporation questionnaire, **1:75**

CIRCULAR

Bids

See TAKEOVER BIDS

Directors', **29:11**

Rights offering, **23:16**

Undertaking, **29:14; 29:15**

CIRCULAR BIDS

See TAKEOVER BIDS

CLIENT, TRANSFER OF CORPORATION TO

See CORPORATIONS

CLOSING AGENDA

See AGENDA

COMMON SHARES

Cash dividends, **7:2**

Certificates

no transfer agent, **5:2**

with transfer agent, **5:3**

Dividends in kind, **7:9**

Offerings

agenda, closing, **24:23**

direction re funds, **24:28**

exempt distribution, **24:27**

officer's certificate, **24:24-24:26**

opinion of issuer's counsel, **24:29**

officer's certificate, **24:26**

COMMON SHARES—Cont'd

- Private placement offering memorandum, **23:2**
- Provisions
 - no other classes, **6:3**
 - other classes, **6:2**
- Retirement
 - See RETIREMENT OF SHARES
- Stock dividends, **7:5**
- Subscription agreement, **23:13**

COMPENSATION COMMITTEE

- Directors' resolution appointing, **10:35**
- Directors' resolution forming, **10:34**
- Terms of reference, **10:36**

COMPULSORY ACQUISITIONS

- See TAKEOVER BIDS

CONFLICT OF INTEREST

- Director's
 - British Columbia, **2:39**
 - disclosure of material interest
 - specific contract, **10:14**
 - specific transaction, **10:15**
 - minutes of meeting where conflict disclosed, **10:16**
 - special shareholders' resolution approving conflict transaction, **10:17**

CONSENTS

- Auditor
 - See AUDITORS
- Continuance, re
 - Corporations Tax Branch, letter to (Ontario), **16:5**
 - Registrar of Joint Stock Companies (Nova Scotia), **16:13**
 - Securities Commission, **16:6**
- Counsel, letter of, **24:9**
- Creditor of, on amalgamation
 - Alberta, **15:24**
 - federal, **15:24**
 - Manitoba, **15:24**
 - Ontario, **15:25**
 - Saskatchewan, **15:24**
- Directors, of
 - to act and participate in telephone meetings, **10:4**
 - to act as director, **19:2**
 - Alberta, **2:59**
 - British Columbia, **2:36; 19:3**

O'BRIEN'S II—CORPORATIONS

CONSENTS—Cont'd

Directors, of—Cont'd

to act as director, **19:2**—Cont'd

federal, **2:16**

Manitoba, **2:94**

Ontario, **2:34**

Saskatchewan, **2:76**

to act as first director

federal, **1:16**

Manitoba, **1:41**

Ontario, **1:25**

to participate in telephone meetings, **10:5; 19:2-19:4**

to passing of directors' resolutions

Alberta, **19:7**

British Columbia, **19:6; 19:7**

federal, **19:5**

Manitoba, **19:5**

Nova Scotia, **19:5**

Ontario, **19:6**

Saskatchewan, **19:5**

Name, to use of

See NAME

Registration, letter to registrar of companies requesting (British Columbia),
18:20

Retraction, of corporation, **8:20**

Revival, re

corporations tax branch, letter to, **18:4**

Ontario Securities Commission requesting, letter to, **18:6**

Shareholders', passing of resolutions

Alberta, **19:11**

British Columbia, **19:10**

federal, **19:8**

Manitoba, **19:8**

Nova Scotia, **19:9**

Ontario, **19:9**

Saskatchewan, **19:8**

Transfer of shares to client, **2:114**

directors' resolution re, **2:115**

CONTINUANCE

Articles of

See ARTICLES OF CONTINUANCE

Federal to provincial

application for authorization to continue in another jurisdiction, **16:22**

CONTINUANCE—Cont'd

Federal to provincial—Cont'd

articles of continuance

British Columbia, **16:34**

Manitoba

share capital, **16:37**

without share capital, **16:38**

Ontario, **16:33**

articles of continuance into Alberta for corporation, **16:35**

Corporations Information Act, initial notice, **16:23**

foreign corporation continuation application, **16:25**

jurisdictional (Saskatchewan, **16:27**

letter applying for

Nova Scotia, **16:28**

affidavit of verification, **16:30**

petition, **16:29**

solicitor's affidavit, **16:32**

solicitor's opinion, **16:31**

Ontario, **16:24**

petition (Nova Scotia), **16:29**

shareholders' resolution authorizing continuance Cr(federal), **16:21**

solicitor (Nova Scotia)

affidavit of, **16:32**

opinion of, **16:31**

unlimited liability company continuation application, **16:26**

Provincial to federal

application for authorization to continue in another jurisdiction

Manitoba, **16:9**

Nova Scotia

affidavit of verification, **16:11**

consent, **16:13**

opinion of counsel, **16:12**

petition, **16:10**

Ontario, **16:7**

Saskatchewan, **16:8**

articles of continuance (federal), **16:20**

letter to

Corporations Tax Branch re consent (Ontario), **16:5**

Department of Consumer and Business Services

Alberta, **16:16**

Nova Scotia, **16:17**

Ontario, **16:15**

Director, Corporations Canada, Industry Canada, **16:18**

Securities Commission requesting consent, **16:6**

O'BRIEN'S II—CORPORATIONS

CONTINUANCE—Cont'd

- Provincial to federal—Cont'd
 - notice of directors (federal), **16:19**
 - shareholders' resolution authorizing
 - Alberta, **16:2**
 - British Columbia, **16:1**
 - Manitoba, **16:4**
 - Ontario, **16:1**
 - Saskatchewan, **16:1**

CONTINUOUS DISCLOSURE

- Annual information form, **32:4**
- directors' and officers' questionnaire, **32:3**
- resolution
 - audit committee, recommending approval, **32:5**
 - directors' approving, **32:6**
- Corporate governance
 - See CORPORATE GOVERNANCE
- Executive compensation, statement of, Form 51-102F2, **32:7**
- Financial condition, management discussion and analysis of Form 51-102F1, **32:8**
- resolution
 - audit committee, recommending approval, **32:9**
 - directors', approving, **32:10**
- Material change report, **32:2**
- Press release, **32:1**

CONTROL BLOCK

- See SALE FROM CONTROL BLOCK

CONVEYANCES

- Asset purchase, **33:28**

COOPERATIVES

- See NEW WEST PARTNERSHIP TRADE AGREEMENT

COPYRIGHT

- Assignment of, **33:31**

CORPORATE ACQUISITIONS

- Asset purchase
 - See ASSET PURCHASE
- Due diligence request list, **33:4**
- Non-disclosure agreement
 - mutual, **33:3**
 - one way, **33:2**

CORPORATE ACQUISITIONS—Cont'd

- Rollover of shares
 - See ROLLOVER OF SHARES
- Share purchase
 - See SHARE PURCHASE

CORPORATE GOVERNANCE

- Audit committee charter, **32:14**
- Blackout policy, **32:11**
- Committee
 - directors' resolution appointing, **10:32**
 - directors' resolution forming, **10:31**
 - terms of reference, **10:33**
- Disclosure policy, **32:12**
- Monthly suppression of terrorism and sanctions report, **32:15**
- Whistleblower policy, **32:13**

CORPORATE INDEMNITY

- Directors, of, **2:35**
- Individuals with significant control register, OBCA, **2:35.50**

CORPORATE RECORDS, LOCATION OF

- Directors' resolution approving
 - federal, **2:5**
 - Manitoba, **2:82**
 - Ontario, **2:22**
 - Saskatchewan, **2:65**

CORPORATE SEAL

- Directors' resolution adopting
 - Alberta, **2:49**
 - federal, **2:7**
 - Manitoba, **2:84**
 - Ontario, **2:24**
 - Saskatchewan, **2:67**

CORPORATIONS

- Charitable
 - See CHARITABLE CORPORATION
- Extra-provincial
 - See EXTRA-PROVINCIAL CORPORATION
- Name change
 - See ARTICLES, AMENDMENTS TO
- Non-share capital
 - See NON-SHARE CAPITAL CORPORATION
- Public
 - See PUBLIC CORPORATION

O'BRIEN'S II—CORPORATIONS

CORPORATIONS—Cont'd

Registered office, change of

See ARTICLES, AMENDMENTS TO

Transfer of to client

director, resignation of, **2:112**

officer

directors' resolution appointing, **2:111**

resignation of, **2:110**

shares

consent to transfer of, **2:114**

directors' resolution consenting to transfer of, **2:115**

held in trust, direction re transfer of, **2:117**

transfer of, **2:116**

vacancy, shareholders' resolution appointing director to fill, **2:113**

CORPORATIONS INFORMATION ACT

Continuance, initial notice, **16:23**

CORPORATIONS TAX BRANCH (ONTARIO)

Continuance, letter to requesting consent, **16:5**

Dissolution, letter to requesting consent, **17:10**

Revival, letter to requesting consent, **18:4**

COUNSEL

Asset purchase, opinion of

purchaser's counsel, **33:35**

vendor's counsel, **33:34**

Bank's, opinion of, **21:43**

Borrower's, opinion of, **21:44; 21:45**

Confirmation of, National Policy 11-202

section 7.2(2), **24:6**

section 7.3(4), **24:11**

Consent re prospectuses, **24:8; 24:9**

Guarantor's, opinion of, **21:45**

Private placement, closing documents

issuer's counsel opinion regarding common shares, **24:29**

officer's certificate as to opinion of issuer's counsel, **24:26**

Share purchase, opinion of

purchaser's counsel, **33:19**

vendor's counsel, **33:18**

Stock exchange, opinion of, to, **27:4**

CREDIT FACILITY DOCUMENTS

Application for credit under s. 427 of Bank Act, **21:21**

Credit agreement, **21:2**

Drawdown notice, **21:3**

CREDIT FACILITY DOCUMENTS—Cont'd

Promissory note, **21:5**

CREDITOR

Consent on amalgamation

Alberta, **15:24**

federal, **15:24**

Manitoba, **15:24**

Ontario, **15:25**

Saskatchewan, **15:24**

Initial notice to on amalgamation (Ontario, Alberta), **15:22**

Notice to on amalgamation re objection (Ontario, Alberta), **15:23**

CROWDFUNDING

See PUBLIC OFFERINGS

DEALER AGREEMENTS

Common shares, private placement of, **23:1**

DEALERS

See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

**DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF**

Amendment, notice of

business locations other than head office, **31:18**

commentary, **31:15**

individuals, registered and permitted

categories, change or surrender of, **31:17**

termination of, **31:16**

registration information, change of, **31:19**

Checklist, **31:1**

NRD, **31:1**

Exemptions

international dealer and advisor

annual notice, **31:22**

appointment of agent, **31:20**

permitted client, **31:21**

submission to jurisdiction, **31:4**

international investment fund manager

annual notice, **31:25**

appointment of agent, **31:23**

permitted client, **31:24**

submission to jurisdiction, **31:4**

Filing letter

firm registration, **31:8**

**DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF—Cont'd**

- Filing letter—Cont'd
 - NRD administrator, to, **31:4**
- Firm registration, **31:9**
 - auditors, letter of direction, **31:11**
 - business locations other than head office, **31:12**
 - filing letter, **31:8**
 - insurance, certified resolution, **31:10**
- Individuals, registered and permitted
 - registration and review of, **31:13**
 - reinstatement of, **31:14**
 - termination of, notice, **31:16**
- National Registration Database Registration (NRD) documents
 - account holder authorization, **31:7**
 - ARF, chief, enrolment of, **31:6**
 - checklist, **3:1**
 - chief authorized firm representative (ARF), enrolment of, **31:6**
 - filing letter to administrator, **31:4**
 - firm, enrolment of, **31:5**

DEBENTURES

- Convertible, **21:9**
 - allotment and issue of units under, **3:18**
 - secured, private company, **22:11**
 - unsecured, public company, **22:12**
- Demand, **21:8**
- Redemption, notice of
 - full, **21:55**
 - partial, **21:56**
- Release and reconveyance of, **21:57**
- Trust deed securing, **21:10**
- Unsecured, **21:6**

DEBT

- Register, debt holder, **2:153**
- Secured, **22:11**
- Subordination agreement
 - secured debt, **21:42**
 - unsecured debt, **21:41**
- Trust indenture, **22:13**
- Unsecured, **22:12**

DEBT OFFERINGS

- See PUBLIC OFFERINGS

DEPOSITARY AGREEMENTS

- Final prospectus filing documents, **24:14**
- Takeover bid, **29:19**

DIRECTION

- Dividends, re payment of, **7:7**

DIRECTORS

- Amalgamation
 - statement of (Ontario), **15:20**
 - statutory declaration of
 - Alberta, **15:18**
 - British Columbia, **15:19**
 - federal, **15:17**
 - Manitoba, **15:17**
 - Saskatchewan, **15:17**
- Appointment of to fill vacancy, resolution re, **10:7**
- Change of, notice
 - Alberta, **1:35**
 - Manitoba, **1:42**
- Changes re (federal), **1:22**
- Committees
 - See DIRECTORS' COMMITTEES
- Conflict of interest of
 - commentary, **10:13**
 - disclosure of material interest
 - specific contract, **10:14**
 - specific transaction, **10:15**
 - minutes of meeting where conflict disclosed, **10:16**
 - special shareholders' resolution approving conflict transaction, **10:17**
- Consent of
 - to act and participate in telephone meetings, **10:4; 19:2; 19:3**
 - to act as director
 - Alberta, **2:59**
 - British Columbia, **2:36**
 - federal, **2:16**
 - general, **19:2**
 - Manitoba, **2:94**
 - not-for-profit corporation, (federal), **2:177**
 - Ontario, **2:34**
 - Ontario, not-for-profit, **1:84**
 - Saskatchewan, **2:76**
 - to act as first director
 - federal, **1:16**
 - Manitoba, **1:41**

DIRECTORS—Cont'd

Consent of—Cont'd

to act as first director—Cont'd

Ontario, **1:24**

to participate in telephone meetings, **10:5; 19:4**

to passing of directors' resolutions

British Columbia, **19:6**

federal, **19:5**

Manitoba, **19:5**

Nova Scotia, **19:5**

Ontario, **19:6**

Saskatchewan, **19:5**

Disclosure of interest by (British Columbia), **2:39**

Dissent by, **10:18**

Due diligence "scare letter," securities law responsibilities, **22:18**

Election of

ballot for

cumulative voting, **12:49**

single ballot, **12:48**

scrutineers' report, **12:51**

shareholders' resolution re, **2:29; 10:6; 12:39**

special clause re, **1:56**

Indemnification of

British Columbia, **2:43**

by corporation, **10:12**

director's resolution approving, **10:11**

Insurance, resolution authorizing purchase of, **10:10**

Meetings of

minutes of, **12:5**

certified extract, **19:15**

telephone meeting, **12:6**

notice of, **12:2**

special business, **12:3**

waiver of, **12:4**

procedure checklist (Ontario), **12:1**

Notice of

Alberta, **1:35**

federal, **1:17**

Number of, resolutions re, **10:2**

federal, **2:10**

Manitoba, **2:86**

Ontario, **2:32**

Saskatchewan, **2:69**

shareholders' special resolution, **10:3**

DIRECTORS—Cont'd

- Register, **2:147**
- Release by, **33:15**
- Removal of, shareholders' resolution, **10:9**
- Resignation of, **2:112; 10:8**
 - Nova Scotia, **2:100**
- Resolutions of
 - See DIRECTORS' RESOLUTIONS
- Special clauses re
 - Alberta, articles of incorporation, **1:57**
 - cumulative voting, **1:54**
 - election by holders of a class of shares, **1:56**
 - staggered terms, **1:55**
- Transfer of corporation to client
 - resignation of, **2:112**
 - resolution of
 - appointing officer, **2:111**
 - consenting to transfer of shares, **2:115**

DIRECTORS' COMMITTEES

- Appointment of, directors' resolution, **10:21**
- Audit committee
 - appointment of, directors' resolution, **10:27**
 - charter, **32:14**
 - election of, directors' resolution, **10:26**
 - meeting, minutes of, **10:28**
 - report, minutes of directors' meeting, **10:29**
 - resolution
 - annual information form, recommending approval, **32:5**
 - management discussion and analysis, recommending approval, **32:9**
 - terms of reference, public company, **10:30**
- Authorization of, directors' resolution, **10:20**
- Compensation committee
 - appointment of, directors' resolution, **10:35**
 - formation of, directors' resolution, **10:34**
 - terms of reference, public company, **10:36**
- Corporate governance committee
 - appointment of, directors' resolution, **10:32**
 - formation of, directors' resolution, **10:31**
 - terms of reference, public company, **10:33**
- Executive committee
 - appointment of, directors' resolution, **10:24**
 - formation of, directors' resolution, **10:23**
- Rules of procedure, **10:22**

DIRECTORS' RESOLUTIONS

Accountants, appointment of

federal, **2:9**

Ontario, **2:26**

Amalgamation, authorization of

Alberta, **15:10; 15:13; 15:15**

British Columbia, **15:13; 15:16**

federal, **15:12**

general, **15:6**

Manitoba, **15:12; 15:15**

Ontario, **15:12; 15:15**

Saskatchewan, **15:14; 15:15**

Annual information form, approval of, **32:6**

Appointment of

agents to maintain security register

federal, **2:11**

Manitoba, **2:87**

Saskatchewan, **2:70**

officers

Alberta, **2:45**

federal, **2:2**

Manitoba, **2:79**

Nova Scotia, **2:99**

Ontario, **2:19**

Saskatchewan, **2:62**

record keeping agent (British Columbia), **2:41**

registrar (Ontario), **2:27**

transfer agent

Alberta, **2:51**

Ontario, **2:27**

Asset purchase, **33:23; 33:25**

Audit committee, **10:26; 10:27**

Banking arrangements, approval of

Alberta, **2:48**

federal, **2:6**

Manitoba, **2:83**

Ontario, **2:23**

Saskatchewan, **2:66**

Borrower, of, **21:48**

By-law

Alberta, **2:46**

federal, **2:3**

Manitoba, **2:80**

Ontario, **2:20**

DIRECTORS' RESOLUTIONS—Cont'd

- By-law—Cont'd
 - Saskatchewan, **2:63**
- Certification text, **19:12**
- Committee
 - appointment of, **10:21**
 - authorization of, **10:20**
- Compensation committee
 - appointing, **10:35**
 - forming, **10:34**
- Corporate governance committee
 - appointing, **10:32**
 - forming, **10:31**
- Corporate records, approval of location
 - federal, **2:5**
 - Manitoba, **2:82**
 - Ontario, **2:22**
 - Saskatchewan, **2:65**
- Corporate seal, adoption of
 - Alberta, **2:49**
 - federal, **2:7**
 - Manitoba, **2:84**
 - Ontario, **2:24**
 - Saskatchewan, **2:67**
- Designating series of shares
 - British Columbia, **14:38**
 - general, **14:37**
- Directors' circular, approval of, **29:17**
- Dissolution, voluntary, recommending to members Cr(British Columbia), **17:22**
- Estate, transfer of shares to, **9:14**
- Executive committee, **10:23; 10:24**
- Financial year
 - Alberta, **2:50**
 - federal, **2:8**
 - Manitoba, **2:85**
 - Ontario, **2:25**
 - Saskatchewan, **2:68**
- First permanent directors (British Columbia), **2:37**
- General resolution, first (Nova Scotia), **2:97; 2:98**
- Guarantee, authorization of, **21:49**
- Indemnification, approving, **10:11**
- Insurance, authorizing purchase of, **10:10**
- Loan, approval of, **21:48**

DIRECTORS' RESOLUTIONS—Cont'd

Management discussion and analysis, approval of, **32:10**

Number of directors, fixing

federal, **2:10**

Manitoba, **2:86**

Ontario, **2:32**

Saskatchewan, **2:69**

Offer and accompanying circular, approval of, **29:16**

Passage of, **2:144**

Pre-incorporation contracts

Alberta, **2:52**

federal, **2:12**

Manitoba, **2:88**

Ontario, **2:28**

Saskatchewan, **2:71**

Prospectus, approval of

final, **24:2**

preliminary, **24:1**

Records, inspection of (British Columbia), **2:42**

Registered office, change of address

Alberta, **14:15**

federal, **14:14**

general, **14:11**

Manitoba, **14:13**

Nova Scotia, **14:26**

Rights offering, **24:21**

Rollover, purchaser of shares, of, **33:37**

Share allotment (British Columbia), **2:38**

Share certificate, approval of form

Alberta, **2:47**

federal, **2:4**

Manitoba, **2:81**

Ontario, **2:21**

Saskatchewan, **2:64**

Shareholders' meeting, calling of

general, **12:7**

public corporation, **12:8**

Share purchase, **33:8; 33:10**

Shares, authorizing issue of

Alberta, **2:44**

federal, **2:1**

Manitoba, **2:78**

Ontario, **2:18**

Saskatchewan, **2:61**

DIRECTORS' RESOLUTIONS—Cont'd

Transfer of shares to estate, **9:14**

Vacancy, filling of, **10:7**

DISCHARGE OF INDEBTEDNESS

See BORROWING

DISCLOSURE

See CONTINUOUS DISCLOSURE; DIRECTORS, conflict of interest of

DISSENT

Chairperson's agenda, **12:58**

Director, by, **10:18**

Dissidents'

form of proxy, **12:64**

information circular, **12:63**

statement accompanying, **12:65**

statement re mailing, **12:16**

Shareholder rights, information circular

Alberta, **12:30**

British Columbia, **12:29**

federal, **12:27**

Ontario, **12:28**

Saskatchewan, **12:27**

DISSOLUTION

See ARTICLES OF DISSOLUTION; VOLUNTARY DISSOLUTION

DIVIDENDS

Capital, declaration of, **7:6**

Cash

common shares, **7:2**

eligible, **7:4**

preferred shares, **7:3**

Common shares, in kind, **7:9**

Direction as to payment of, **7:7**

Disbursing agreement, **28:3**

Eligible, **7:4**

In kind, **7:9**

Payment of, direction as to, **7:7**

Share provisions relating to

See SHARE PROVISIONS

Stock, common shares, **7:5**

Waiver of, **7:8**

DRAWDOWN NOTICES

Credit facility, **21:3**

DUE DILIGENCE

- Checklist, **22:17**
- Covering letter (British Columbia), **22:19**
- Memoranda and questionnaire
 - covering letter, **22:19**
 - law firm ownership, **22:22**
 - promoters' (British Columbia), **22:21**
- Oral session
 - final prospectus, **22:24**
 - preliminary prospectus, **22:23**
- Request list, **33:4**
- Securities law responsibilities memorandum, **22:18**

ELECTION OF DIRECTORS

- Ballot for
 - cumulative voting, **12:49**
 - single ballot, **12:48**
- Scrutineers' report, **12:51**
- Shareholders' resolutions re, **10:6; 12:39**
 - Alberta, **2:53**
 - federal, **2:15**
 - Manitoba, **2:93**
 - Ontario, **2:29**
 - Saskatchewan, **2:75**

EQUITY OFFERINGS

- See PUBLIC OFFERINGS

EQUITY SHARES

- See SHARES

ESTATE

- Share transfer to
 - declaration of transmission, **9:13**
 - directors' resolution, **9:14**

EXECUTIVE COMMITTEE

- Appointment of, directors' resolution, **10:24**
- Formation of, directors' resolution, **10:23**

EXTRA-PROVINCIAL CORPORATION

- Address
 - notice of/notice of change of, **20:56.60**
- Agent, appointment of
 - Nova Scotia, **20:93**
 - Ontario, **20:1**
 - Saskatchewan, **20:60**

EXTRA-PROVINCIAL CORPORATION—Cont'd

Amalgamation

Alberta, **20:24; 20:56.10**

British Columbia, **20:9; 20:95**

NWPTA

Alberta corporation in

British Columbia, **20:42**

Saskatchewan, **20:54**

Annual report (British Columbia), **20:16**

Annual return

Alberta (procedural summary), **20:102**

British Columbia (procedural summary), **20:96**

change of mailing address, request for (Alberta), **20:56.85**

corporation (Alberta), **20:56.40**

Attorney

British Columbia

address, change of, **20:13**

appointment of, **20:12**

requirements (procedural summary), **20:97**

resignation of, **20:15**

revocation of, **20:14**

change of, notice (Alberta), **20:23**

NWPTA

address, change of

Alberta corporation in

British Columbia, **20:36**

appointment of, Alberta corporation in

British Columbia, **20:35**

Saskatchewan, **20:50**

information, correction of, Alberta corporation in British Columbia,
20:39

power of (Saskatchewan), **20:60**

resignation or removal of, Alberta corporation in

British Columbia, **20:37**

revocation of, Alberta corporation in British Columbia, **20:38**

Cancellation, notice to registrar (Alberta), **20:26**

Ceasing to carry on business, notice of

British Columbia, **20:17**

NWPTA

Alberta corporation in

British Columbia, **20:32**

Saskatchewan, **20:53**

Change, notice of

British Columbia, **20:10**

EXTRA-PROVINCIAL CORPORATION—Cont'd

Commentary on

British Columbia, **20:6**

Continuance, articles of (Alberta), **20:56.50**

Directors

Alberta

change of address, notice of, **20:56.30**

notice of, or notice of change of, **20:56.20**

Head office

address, amendment or correction

Alberta corporation in

British Columbia, **20:41**

Saskatchewan, **20:49**

Home jurisdiction change notice

Alberta, **20:28-20:30**

NWPTA

Alberta corporation in

British Columbia, **20:44**

Licence (Ontario)

application to amend, **20:4**

application to terminate, **20:5**

material required to obtain, cover letter enclosing, **20:3**

Name

Alberta

assumed name

changes, **20:102**

new west partnership agreement, procedural summary, **20:102**

notice of adoption/change/cancellation of, **20:25**

name equivalency

notice of English/French/cancellation of, **20:56.70**

British Columbia

assumed name cancellation or change, **20:17.75**

change of, **20:11; 20:99**

name request, **20:17.15**

change of, **20:11; 20:99**

name request, **20:17.15**

NWPTA

assumed name

adoption of

Alberta corporation in Saskatchewan, **20:47**

amendment of, **20:40**

change of name, notice

Alberta corporation in

British Columbia, **20:33**

EXTRA-PROVINCIAL CORPORATION—Cont'd

Name—Cont'd

NWPTA—Cont'd

change of name, notice—Cont'd

Alberta corporation in—Cont'd

Saskatchewan, **20:46**

name reservation

Alberta corporation in Manitoba, **20:56.75**

Power of attorney

Manitoba, **20:87**

Saskatchewan, **20:60**

Procedural summaries

Alberta

annual return, **20:102**

cancellation and reinstatement of registration, **20:102**

changes in attorney for service, **20:102**

corporate changes, **20:102**

new west partnership agreement, **20:102**

registration, **20:102**

British Columbia

amalgamation, **20:95**

annual return, **20:96**

attorney requirements, **20:97**

cancellation of registration, **20:98**

change of corporate name, notice of, **20:99**

for-profit business, starting to carry on, **20:100**

striking off of company, reinstatement procedures, **20:101**

Registration

Alberta (procedural summary), **20:102**

amalgamation, Alberta corporation in British Columbia, **20:42**

amendment of (Saskatchewan), **20:61**

application for

Manitoba, **20:86**

NWPTA

Alberta corporation in

Saskatchewan, **20:45**

Saskatchewan, **20:59**

British Columbia company

in Alberta, **20:19**

in Saskatchewan, **20:20**

cancellation

Alberta (procedural summary), **20:102**

Alberta corporation in Manitoba, **20:56.90**

British Columbia (procedural summary), **20:98**

O'BRIEN'S II—CORPORATIONS

EXTRA-PROVINCIAL CORPORATION—Cont'd

Registration—Cont'd

statement of

Alberta, **20:22**

British Columbia, **20:7**

Nova Scotia, **20:92**

NWPTA

Alberta corporation in

British Columbia, **20:31**

Saskatchewan, **20:56; 20:63**

supplementary certificate, application for (Manitoba), **20:88**

termination of

Manitoba, **20:88**

Nova Scotia, **20:94**

Saskatchewan, **20:62**

Reinstatement of

Alberta, **20:27**

application for

British Columbia

full, **20:17.60**

limited, **20:17.45**

NWPTA

Alberta corporation in

British Columbia, **20:7**

Reporting letters

initial return filing, **2:209**

registration in Ontario, **2:207**

unlimited liability company registration, **2:208**

Restoral, application for

NWPTA

Alberta corporation in

Manitoba, **20:56.95**

Saskatchewan, **20:55**

Saskatchewan, **20:59, 20:61**

Starting to carry on (British Columbia), **20:100**

Striking off and reinstatement procedures (British Columbia), **20:101**

Undertaking, letter of, British Columbia, **20:8**

Withdrawal, notice of (British Columbia), **20:17.30**

FAMILY LAW

Share purchase agreement provision, **13:22**

FINANCIAL STATEMENT

Preliminary prospectus, approval of audit committee, **24:3**

FINANCIAL YEAR

- Directors' resolution fixing
 - Alberta, **2:50**
 - federal, **2:8**
 - Manitoba, **2:85**
 - Ontario, **2:25**
 - Saskatchewan, **2:68**
- Shareholders' resolution fixing (Nova Scotia), **2:102**

GUARANTEES

- Acknowledgment of
 - Alberta, **21:32**
 - Saskatchewan, **21:31**
- Certificate of officer of guarantor, **21:53**
- General form, **21:7**
- Shareholder agreement provision, **13:23**

INCORPORATION

- Alberta corporation
 - address, notice of, **1:34**
 - articles of, **1:33**
 - directors, notice of, **1:35**
 - English/French name equivalency, notice of, **1:37**
 - unlimited liability corporation, **1:36**
- British Columbia corporation
 - agreement
 - limited company, **1:29**
 - unlimited company, **1:30**
 - application
 - incorporation, **1:91**
 - limited company, **1:27**
 - unlimited company, **1:28**
 - offices, notice to change, **1:31**
- Company, **1:47.97**
- Federal corporation
 - annual return, **1:23**
 - articles of arrangement, **1:21**
 - articles of incorporation
 - form, **1:18**
 - text, **1:15**
 - articles of reorganization, **1:20**
 - directors, changes re, **1:22**
 - directors, first, **1:17**
 - first director, consent to act as, **1:16**
 - registered office, initial, **1:17**

O'BRIEN'S II—CORPORATIONS

INCORPORATION—Cont'd

Federal corporation—Cont'd

reporting letter, **2:205**

restatement of articles, **1:19**

Manitoba corporation

articles of, **1:40**

articles of arrangement, **1:40.75**

articles of reorganization, **1:40.50**

certification of counterparts, **1:47.15**

change of address, notice of, **1:47.30**

change of business name, **1:47.45**

change of registrants, **1:47.75**

directors, notice of change of, **1:42**

first director, consent to act as, **1:41**

name reservation, request for, **1:47**

payment options, **1:47.60**

registered office, notice of change of, **1:42; 1:44**

renewal of name notation, **1:47.95**

restated articles of incorporation, share capital, **1:40.25**

Name, consent to use of

See NAME

Non-share capital corporation

agent, appointment of (Nova Scotia), **1:114**

application for incorporation

Alberta, **1:94**

federal, formation guidelines, **1:75**

application to form a society (Alberta), **1:94**

articles of incorporation

Federal, **1:76**

model form, **1:77; 1:78**

Manitoba, **1:107**

Schedule A to, **1:108**

Saskatchewan, **1:104**

by-laws

Alberta, **1:95**

federal, **1:78**

Nova Scotia, **1:112**

Ontario, **1:86**

checklist, Ontario, **1:81**

constitution (British Columbia), **1:90**

first directors list

Nova Scotia, **1:113**

initial registered office and first board of directors, **1:79**

INCORPORATION—Cont'd

Non-share capital corporation—Cont'd

letter to

Public Guardian and Trustee, Office of, pre-approval of objects, **1:82**

memorandum of association, **1:111**

name availability reservation, Saskatchewan, **1:105; 1:106**

Office of Public Guardian and Trustee, letter to re pre-approval of objects (Ontario), **1:82**

registered office, notice of

Nova Scotia, **1:115**

Nova Scotia corporation

application, statutory declaration in support of, **1:50**

articles of association, **1:49**

directors, list of, **1:53**

memorandum of association, **1:48**

Ontario corporation

articles of incorporation, **1:24; 1:26**

consent to act as first director, **1:25**

reporting letter, **2:206**

Saskatchewan corporation

articles of, **1:38**

name reservation, **1:38.50**

Special clauses

borrowing powers, **1:58**

businesses and activities, restriction on

Alberta, **1:67**

federal, **1:67**

Ontario, **1:68**

directors

articles of incorporation (Alberta), **1:57**

cumulative voting, **1:54**

election by holders of class of shares, **1:56**

staggered terms, **1:55**

fractional shares

Alberta, **1:69**

Saskatchewan, **1:70**

lien on shares, **1:61**

Alberta, **1:62**

private corporation provisions

Alberta, **1:63**

Nova Scotia, **1:66**

rights, restrictions on

federal, **1:59**

Manitoba, **1:59**

O'BRIEN'S II—CORPORATIONS

INCORPORATION—Cont'd

- Special clauses—Cont'd
 - rights, restrictions on—Cont'd
 - Ontario, **1:60**
 - transferability restrictions
 - Alberta, **1:64**
 - Saskatchewan, **1:65**

INCUMBENCY CERTIFICATE

- Generally, **19:20**

INDEMNIFICATION

- Director, of
 - British Columbia, **2:43**
 - by corporation, **10:12**
 - resolution approving, **10:11**

INFORMATION CIRCULAR

- Board of directors, rotating, **12:24**
- Directors, cumulative voting for, **12:23**
- Directors' and officers' questionnaire, **12:31**
- Dissent rights, extract relating to
 - Alberta, **12:30**
 - British Columbia, **12:29**
 - federal, **12:27**
 - Ontario, **12:28**
 - Saskatchewan, **12:27**
- Dissidents', **12:63**
 - statement accompanying, **12:65**
- General form, **12:21**
- Restriction of voting shares, **12:22**
- Special resolution, approval of, **12:25**
- Stock exchange imposed majority, **12:26**

INSIDER BID

- See TAKEOVER BIDS, circular bids

INSURANCE

- Assignment agreement, **21:23**
- Authorization of purchase for directors and officers, **10:10**
- Resolution re, securities dealer registration, **31:10**
- Shareholders' agreement provision, **13:17**

INVESTMENT ADVISOR AGREEMENTS

- Mutual fund, **26:6**

INVESTMENT FUND MANAGERS

See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

ISSUANCE OF SHARES

Allotment and issue of units, **3:18**

Authorization of

Alberta, **1:72; 2:44**

federal, **2:1**

Manitoba, **2:78**

Ontario, **2:18**

Saskatchewan, **2:61**

Cash, for, **3:9; 3:10**

Common shares issuable under warrants, **3:17**

Conditional allotment, **3:17**

Declaration of trust in respect of shares, **3:19**

Nova Scotia, **3:20**

Direction respecting payment of dividends, **7:7**

Private placements, policies and procedures, **3:21**

Property, for

Alberta, **3:14**

British Columbia, **3:13**

federal, **3:11**

Manitoba, **3:16**

Ontario, **3:12**

Saskatchewan, **3:15**

Subscriptions for

See SUBSCRIPTIONS FOR SHARES

Trust, declaration of

general, **3:19**

Nova Scotia, **3:20**

ISSUER BIDS

See TAKEOVER BIDS

LANDLORD

Asset purchase, consent to lease assignment, **33:29**

Borrowing, consent and postponement by, **21:54**

LAND TITLE REGISTRATION (BRITISH COLUMBIA)

Executions, **21:29**

General instrument, **21:28**

Mortgage, **21:27**

Schedule, **21:30**

LAW FIRM

Ownership questionnaire, **22:22**

O'BRIEN'S II—CORPORATIONS

LEASES

Assignment of, **33:29**

LEDGERS

Shareholder's, **2:150**

LETTERS

Auditor's, public offering of securities, final prospectus, **24:10**

Circular bids

acceptance and transmittal, **29:10**

guaranteed delivery, **29:13**

Compulsory acquisitions

election and transmittal, of

Alberta, **29:33**

British Columbia, **29:29**

federal, **29:21**

Ontario, **29:24**

transmittal, of (British Columbia), **29:31**

Continuance

federal to provincial, re application

Nova Scotia, **16:28**

Ontario, **16:24**

provincial to federal

consent request, Ontario, **16:5**

Department of Consumer and Business Services, to

Alberta, **16:16**

Nova Scotia, **16:17**

Ontario, **16:15**

Director, Corporations Canada, Industry Canada, **16:18**

securities commission re consent, **16:6**

Counsel consent letter, final prospectus, **24:9**

Dealers, advisers and investment fund managers, registration of

firm registration, filing letter, **31:8**

National Registration Database, filing letter to administrator, **31:4**

Dissolution, voluntary

Gazette, to

Manitoba, **17:65**

Nova Scotia, **17:74**

Saskatchewan, **17:57**

limited partners, to (Ontario)

confirming distributions, **17:17**

reporting letter, **17:19**

newspaper of general circulation, to

Alberta, **17:47**

federal, **17:4**

LETTERS—Cont'd

- Dissolution, voluntary—Cont'd
 - newspaper of general circulation, to—Cont'd
 - Manitoba, **17:64**
 - Nova Scotia, **17:73**
 - Ontario, **17:11**
 - Saskatchewan, **17:56**
 - Ontario corporations tax consent, requesting, **17:10**
 - tax clearance certificate, requesting
 - federal, **17:3**
 - Manitoba, **17:63**
- Engagement
 - best efforts agency offering, **22:2**
 - bought deal prospectus offering, **22:1**
 - fully marketed prospectus offering, **22:3**
- Extra-provincial licence, cover letter with material to obtain (Ontario), **20:3**
- Final prospectus filing, **24:8**
- Guaranteed delivery, **29:13**
- Intent, of
 - asset purchase, **33:20**
 - share purchase, **33:5**
- Non-share capital corporation
 - Ontario
 - Office of Public Guardian and Trustee, to, re pre-approval of objects, **1:82**
- Public offering
 - final prospectus
 - consent
 - auditor, of, **24:10**
 - counsel, of, **24:9**
 - filing letter, **24:8**
- Restoration (British Columbia)
 - notification letter, **18:21**
 - request for consent, **18:20**
- Revival, request for consent (Ontario), **18:4**

LIABILITY

- Indemnity agreement, **33:32**

LICENCES, EXTRA-PROVINCIAL CORPORATIONS

- Ontario
 - application for, **20:1**
 - application to amend, **20:4**
 - application to terminate, **20:5**
 - material required to obtain, covering letter enclosing, **20:3**

LIENS

- Notice of in share certificate, **5:9**
- On shares, **1:61**
 - Alberta, **1:62**

LIMITED LIABILITY PARTNERSHIPS

- See NEW WEST PARTNERSHIP TRADE AGREEMENT

LIMITED PARTNERSHIP

- See also NEW WEST PARTNERSHIP TRADE AGREEMENT
- Cancel, **17:18**
- Dissolution and wind-up, voluntary (Ontario)
 - checklist, **17:14**
 - letters
 - confirming distributions, **17:17**
 - reporting on winding-up and dissolution, **17:19**
 - resolutions
 - approval of wind-up and dissolution, general partner, of, **17:16**
 - special, approving winding-up and dissolution, **17:15**
- Offerings
 - See PUBLIC OFFERINGS
- Private placement, subscription, **23:12**

LIQUIDATION

- Shares
 - See SHARE PROVISIONS
- Voluntary
 - See VOLUNTARY DISSOLUTION

LISTING OF SECURITIES

- Additional listing notice letter (Ontario), **27:2**
- Application letter with document list, original listing, **27:4**
- Counsel to stock exchange, opinion of, **27:3**

LOANS

- See also BORROWING
- Agreement, **21:4**
- Promissory note, **21:5**
- Release and discharge by lender, **21:58**

MATERIAL CHANGE REPORT

- Continuous disclosure, **32:2**

MEETINGS

- Annual
 - See ANNUAL MEETING
- Ballots for
 - auditors, appointment of, **12:46**

MEETINGS—Cont'd

Ballots for—Cont'd

- directors, election of, **12:45**
 - cumulative voting, **12:49**
 - single ballot, **12:48**
- resolution, ordinary or special, **12:47**

Chairperson's agenda

- annual meeting
 - long form, **12:54**
 - short form, **12:53**
- by-laws, amendments to
 - British Columbia, **12:57**
 - Ontario, **12:56**
- cumulative voting, **12:55**
- right to dissent, **12:58**
- special resolution, **12:58**

Conflict of interest disclosure, **10:16**

Directors'

- audit committee, minutes, **10:28**
- meetings, procedure checklist, **12:1**
- minutes of, **12:5**
 - telephone meeting, **12:6**
- notice of, **12:2**
 - special business
 - Alberta, **12:3**
 - federal, **12:3**
 - Ontario, **12:3**
 - waiver of, **12:4**

Information circular

- board of directors, rotating, **12:24**
- directors, cumulative voting for, **12:23**
- directors' and officers' questionnaire, **12:31**
- dissent rights
 - Alberta, **12:30**
 - British Columbia, **12:29**
 - federal, **12:27**
 - Ontario, **12:28**
 - Saskatchewan, **12:27**
- general form
 - federal, **12:21**
 - Ontario, **12:21**
- restricted voting shares, **12:22**
- special resolution, approval of, **12:25**
- stock exchange imposed majority, **12:26**

MEETINGS—Cont'd

Minutes

- annual meeting, **12:59**
- by-law amendments, **12:61**
- cumulative voting, **12:60**
- special resolutions, passing of, **12:62**

National Instrument 54-101, compliance with

- annual request form, **12:18**
- return card, **12:19**
- timetable for annual shareholders' meetings, **12:17**

Organizational

- board of directors
 - Manitoba, **2:127**
 - Ontario, **2:119**
- shareholders'
 - federal, **2:139**
 - Manitoba, **2:130**
 - Ontario, **2:122**

Proxies

- appointment of
 - Manitoba, **2:129**
 - Ontario, **2:121**
- form of, **12:32**
 - private company (Saskatchewan), **12:37**
 - solicited by management, public company
 - Alberta, **12:33**
 - British Columbia, **12:34**
 - Manitoba, **12:36**
 - Ontario, **12:33**
 - Saskatchewan, **12:35**
- revocation of, **12:38**

Proxy solicitation

- dealer management agreement, **12:66**
- dissident's form of proxy, **12:64**
- dissident's information circular, **12:63**
- statement accompanying, **12:65**

Scrutineers' reports

- attendance, **12:50**
- directors, election of, **12:51**
- poll, **12:52**

Shareholders'

- certified extract from, **19:19**
- consent to hold, **12:9**

MEETINGS—Cont'd

Shareholders'—Cont'd

- directors' resolution calling, **12:7**
 - public corporation, **12:8**
- dissidents' statement re mailing, **12:16**
- notice of
 - annual, **12:10**
 - annual and special, **12:11**
 - shareholder requisitioned meeting, **12:14**
 - special, **12:12**
 - adjournment of, **12:13**
- officers' or directors' statement re mailing, public company, **12:15**
- organizational
 - federal, **2:139**
 - Manitoba, **2:130**
 - Ontario, **2:122**
- waiver of notice, **12:9**
- Shareholders' resolutions
 - auditors, appointing, **12:40**
 - confirmation of amendment, **12:44**
 - confirmation of by-law, **12:41**
 - directors, electing, **12:39**
 - ordinary, **12:42**
 - special, **12:43**
- Telephone
 - See TELEPHONE MEETINGS

MEMORANDUM OF ASSOCIATION

- Alberta, not for profit company, **1:96; 1:96.50**
- Nova Scotia, **1:48**
 - non-share capital company, **1:111**
- Voluntary dissolution (Alberta), **17:49**

MERGER, THREE-CORNERED

- Agreement between two corporations, **15:2**
- Amalgamation agreement for purpose of, **15:3**
- Shareholders' resolution authorizing, **15:7**

MINUTES

- Annual meeting, **12:59**
- Audit committee meeting, **10:28**
 - report of to director's meeting, **10:29**
- By-law amendments, **12:61**
- Cumulative voting, **12:60**
- Directors' meeting, **12:5**
 - certified extract, **19:15**

O'BRIEN'S II—CORPORATIONS

MINUTES—Cont'd

- Directors' meeting, **12:5**—Cont'd
 - telephone meeting, **12:6**
- Non-share capital corporation
 - admitting members, directors meeting, **2:161**
 - organizational, directors'
 - Alberta, **2:156; 2:157**
 - Manitoba, **2:155**
 - Ontario, **2:155**
 - Saskatchewan, **2:155**
 - organizational, members'
 - Alberta, **2:159; 2:160**
 - Manitoba, **2:158**
 - Ontario, **2:158**
 - Saskatchewan, **2:158**
- Sample organization
 - appointment of proxy
 - Alberta, **2:126**
 - Manitoba, **2:129**
 - Ontario, **2:121**
 - board of directors meeting
 - Manitoba, **2:127**
 - Ontario, **2:119**
 - director's resolution (Alberta), **2:123**
 - shareholders' meeting
 - federal, **2:139**
 - Manitoba, **2:130**
 - Ontario, **2:122**
 - sole shareholder's resolution (Alberta), **2:124**
 - waiver of notice
 - Alberta, **2:125**
 - federal, **2:138**
 - Manitoba, **2:128**
 - Ontario, **2:120**
- Special resolutions, passing, **12:62**

MORTGAGES

- British Columbia, **21:27**
- Leasehold lands, of, **21:25**

MUTUAL FUNDS

- Annual information form, **26:4**
- Fund facts, **26:7**
- Investment advisor agreement, **26:6**
- Management agreement, **26:5**

MUTUAL FUNDS—Cont'd

Prospectus, simplified, **26:3**

Trust indenture

fund declaration, **26:2**

master declaration, **26:1**

NAME

Change of

See ARTICLES, AMENDMENTS TO

Consent to use of

affiliated corporation (federal), **1:5**

corporation

British Columbia, **1:8**

federal, **1:4**

Manitoba

consent and undertaking, **1:14**

consent to use of business name, **1:12**

limited liability partnership

change in, **1:14.80**

registration of, **1:14.40**

limited partnership

change in, **1:14.60**

registration of, **1:14.20**

name notation

change of, **1:47.85**

dissolution of, **1:47.90**

renewal, **1:47.95**

request for, **1:47.80**

name registration, **1:13**

Ontario, **1:6**

general

Alberta, **1:9**

Ontario, **1:7**

individual (federal), **1:2**

Reservation of

Saskatchewan, **1:38.50, 20:58, 20:58.50**

trademark or trade name owner (federal), **1:3**

undertaking (Alberta), **1:10**

Dissolution of (Manitoba), **17:69**

English/French name equivalency, **1:37**

Extra-provincial corporations

See EXTRA-PROVINCIAL CORPORATION

Reservation, request for (Manitoba), **1:47**

NATIONAL INSTRUMENT

- 41-101, general prospectus requirements, personal information form, **24:5**
- 44-101, short form prospectus distributions, personal information form, **22:9**;
29:9
- 45-102, resale of securities, **25:1**
- 45-106, report of exempt distribution, **24:27**
- 51-102, compliance procedures under continuous disclosure obligation
 - notice of change of auditor, **11:7**
 - press release, **32:2**
 - sample letter from former auditor, **11:8**
 - sample letter from successor auditor, **11:9**
- 54-101, compliance with
 - annual request form, **12:18**
 - return card, **12:19**
 - timetable for annual shareholders' meeting, **12:17**

NATIONAL REGISTRATION DATABASE

- See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

NATIONAL REGISTRATION SYSTEM (N.R.S.)

- See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

NEW WEST PARTNERSHIP TRADE AGREEMENT

- See also EXTRA-PROVINCIAL CORPORATION

Amalgamation

- application for, Alberta corporation in Saskatchewan, **20:54**
- registration statement for, Alberta corporation registering in British Columbia, **20:42**

Assumed name

- adoption of, Alberta corporation in Saskatchewan, **20:47**
- amendment or correction of, Alberta corporation in British Columbia,
20:40

cancellation of, Alberta corporation in

- British Columbia, **20:34**
- Saskatchewan, **20:48**

change of, Alberta corporation in

- British Columbia, **20:34**
- Saskatchewan, **20:46**

Attorney

- address, change of, Alberta corporation in
 - British Columbia, **20:36**
 - Saskatchewan, **20:51**
- appointment of, Alberta corporation in
 - British Columbia, **20:35**

NEW WEST PARTNERSHIP TRADE AGREEMENT—Cont'd

- Attorney—Cont'd
 - appointment of, Alberta corporation in—Cont'd
 - Saskatchewan, **20:50**
 - revocation of, British Columbia, **20:38**
 - information, correction of, Alberta corporation in British Columbia, **20:39**
 - power of
 - Alberta, **20:56.80**
 - Saskatchewan, **20:63**
 - resignation or removal of, Alberta corporation in
 - British Columbia, **20:37**
- Business, notice of ceasing to carry on, Alberta corporation in
 - British Columbia, **20:32**
 - Saskatchewan, **20:53**
- Commentary on
 - Alberta, **20:21**
 - British Columbia, **20:18**
 - Saskatchewan, **20:57**
- Co-operative, (Saskatchewan)
 - amalgamation statement for Alberta, **20:70**
 - amendment/cancellation statement for Alberta, **20:69**
 - registration statement for Alberta, **20:68**
- Co-operative association, (Saskatchewan)
 - change of attorney information for British Columbia, **20:82**
 - change registration statement for British Columbia, **20:83**
 - notice of change of attorney for British Columbia, **20:81**
 - notice of change of directors for Alberta or extra-provincial, **20:56.20**
 - notice of change of directors for British Columbia, **20:84**
 - notice of voluntary cancellation for British Columbia, **20:85**
 - registration statement for British Columbia, **20:80**
- Head office address, amendment or correction of, Alberta corporation in
 - British Columbia, **20:41**
 - Saskatchewan, **20:49**
- Home jurisdiction notice of change
 - Alberta corporation in
 - British Columbia, **20:44**
- Limited liability partnership (Saskatchewan)
 - amendment/cancellation statement for Alberta, **20:67**
 - change registration statement, British Columbia, **20:77**
 - notice of attorney, British Columbia, **20:78**
 - notice of cancellation, British Columbia, **20:79**
 - registration statement for Alberta, **20:66**
 - registration statement for British Columbia, **20:76**

O'BRIEN'S II—CORPORATIONS

NEW WEST PARTNERSHIP TRADE AGREEMENT—Cont'd

- Limited partnership, (Saskatchewan)
 - amendment/cancellation statement for Alberta, **20:65**
 - change registration statement, British Columbia, **20:73**
 - notice of attorney, British Columbia, **20:74**
 - notice of cancellation, British Columbia, **20:75**
 - registration statement
 - Alberta, **20:64**
 - British Columbia, **20:72**

Registration

See EXTRA-PROVINCIAL CORPORATIONS

Reinstatement application

Alberta corporation in British Columbia, **20:43**

Restoral application, Alberta corporation in Saskatchewan, **20:55**

NON-COMPETITION AGREEMENTS

- Asset purchase, **33:33**
- Share purchase, **33:17**

NON-DISCLOSURE AGREEMENTS

- Mutual, **33:3**
- One way, **33:2**

NON-SHARE CAPITAL CORPORATION

- Agent, appointment of (Nova Scotia), **1:114**
- Application for incorporation
 - Alberta, **1:94**
 - by-laws accompanying, **1:95**
 - federal, formation guidelines, **1:75**
- Articles of incorporation
 - Federal, **1:76**
 - Manitoba, **1:107**
 - restated, (without share capital), **1:108.50**
 - Schedule A, **1:108**
 - Ontario, **1:83**
 - Saskatchewan, **1:104**
- Association (Alberta)
 - articles of, **1:97-1:99**
 - memorandum of, **1:96; 1:96.50**
- Auditor, notice to, **2:171**
- By-law, general
 - Alberta, **1:95; 2:169; 2:170**
 - British Columbia, **2:165; 2:166**
 - Manitoba, **2:168**
 - Nova Scotia, **1:112**
 - Ontario, **1:89; 2:164**

NON-SHARE CAPITAL CORPORATION—Cont'd

- By-law, general—Cont'd
 - Saskatchewan, **2:167**
- Canada Revenue Agency, application for charitable registration, **2:172**
- Charity, application to register under Income Tax Act, **1:109; 2:172**
 - cover letter, **2:173**
- Constitution (British Columbia), **1:90**
- Declaration of incorporation for religious society/affidavit verifying a religious society (Alberta), **1:93**
- First directors, list of
 - Nova Scotia, **1:113**
- Members, directors meeting admitting, **2:161**
- Memorandum of association
 - Alberta, **1:96; 1:96.50**
 - Nova Scotia, **1:111**
- Organizational minutes
 - directors'
 - Alberta, not for profit, **2:157**
 - Alberta, society, First Directors Meeting, **2:156**
 - Manitoba, **2:155**
 - Ontario, **2:155**
 - Saskatchewan, **2:155**
 - members'
 - Alberta, not for profit, **2:160**
 - Alberta, society, **2:159**
 - Manitoba, **2:158**
 - Ontario, **2:158**
 - Saskatchewan, **2:158**
- Public Guardian and Trustee (Ontario)
 - notification of incorporation, **2:175**
 - preapproval of objects, **2:174**
 - letter re, **1:82**
- Registered office, notice of (Nova Scotia), **1:115**
 - cover letter, **2:173**
- Waiver of notice of meeting
 - directors', **2:163**
 - members', **2:162**

NOTICE OF MEETING

- Directors', **12:2**
 - meeting procedure checklist, Ontario, **12:1**
 - special business
 - Alberta, **12:3**
 - federal, **12:3**
 - Ontario, **12:3**

NOTICE OF MEETING—Cont'd

Shareholders'

annual, **12:10**

annual and special, **12:11**

shareholder requisitioned meeting, **12:14**

special, **12:12**

adjournment of, **12:13**

Waiver of

board of directors, by

Manitoba, **2:128**

Ontario, **2:120**

non-share capital corporation

directors', **2:163**

members', **2:162**

NOTICE OF REDEMPTION

Bonds or debentures

full, **21:55**

part, **21:56**

Shares, option of holder, **8:19**

NOTICES

Acceptance, notice of, **29:27**

Address/change of address, non-profit company, **1:101**

Adverse claim, of

Alberta, **29:34**

federal, **29:22**

Ontario, **29:25**

Amalgamation, to creditors

Alberta

initial notice, **15:22**

objection, notice concerning, **15:23**

federal, **15:21**

Manitoba, **15:21**

Ontario

initial notice, **15:22**

objection, notice concerning, **15:23**

Saskatchewan, **15:21**

Auditors, re

appointment of, **2:103; 11:2**

change of, **11:7**

non-reappointment of, **11:4**

removal of, **11:3**

requirement of attendance

Alberta, **11:13**

NOTICES—Cont'd

Auditors, re—Cont'd

requirement of attendance—Cont'd

British Columbia, **11:12**

federal, **11:10**

Manitoba, **11:15**

Ontario, **11:11**

Saskatchewan, **11:14**

Change/change of address, Alberta societies, **1:100**

Change or variation, **29:38**

Continuance, of

Corporations Information Act, initial notice, **16:23**

directors, **16:19**

Directors, of

Alberta, **1:35; 2:195**

Director's, change of

Alberta, **1:34; 2:195**

non-profit company, **1:102**

religious society, **1:93.50**

Manitoba, **1:42**

Saskatchewan, **2:203**

Disclosure

Alberta, **21:36**

British Columbia, **21:37**

Saskatchewan, **21:38**

Dissolution, voluntary

British Columbia, liquidator

address change, **17:33**

appointment of, **17:32**

ceasing to act, **17:34**

records, change of location, **17:37**

intention to dissolve for publication

federal, **17:4**

Manitoba, **17:66**

Ontario, **17:11**

Saskatchewan, **17:58**

Nova Scotia, certificate of incorporation, intent to surrender, **17:75**

Drawdown, **21:3**

Intention (British Columbia), **29:31**

Meeting

See NOTICE OF MEETING

Non-share capital corporation, to auditor (Ontario), **2:171**

Normal course bid, intention to make, **29:36**

NOTICES—Cont'd

Offeror's

- Alberta, **29:32**
- British Columbia, **29:28**
- federal, **29:20**
- Ontario, **29:23**

Private placement

- intention to trade in security (Manitoba), **23:7**
- rights offering, **23:15**

Provincial legislation, under

- Alberta Business Corporations Act
 - address or change of address, **2:194**
 - directors, of, **2:196**
 - annual return, **2:197; 20:56.40**
 - society, **2:198**
- directors or change of directors
 - non-profit company, **2:195**
 - address or change of address, company, **2:201**
 - annual return, **2:200**
 - request for services (Alberta Corporate Registry), **1:103**

British Columbia Society Act

- annual report, **2:187**
- changes in directors, **2:185**
- copy of resolution, **2:186**

Manitoba Corporation Act

- annual return, request for change of mailing address, **2:193**
- annual return of information, **2:188; 2:188.50; 2:188.60**
- business name, renewal of, **2:189**
- change of officers, notice of, **2:190.30**
- directors, change of, **2:190**
- receiver/receiver manager, appointment/discharge of, **2:192**
- registered office, change of, **2:191**
- shareholders, notice of, **2:190.60**

Ontario Corporations Information Act, initial return or notice of change

- extra provincial corporation, **2:184**

Ontario corporation, **2:183**

Saskatchewan Business Corporations Act

- directors, change of, **2:203**
- registered office, change of, **2:204**

Redemption

- See NOTICE OF REDEMPTION; RETIREMENT OF SHARES, preferred shares

Registered office

- federal, initial, **1:17**

NOTICES—Cont'd

- Registered office—Cont'd
 - Manitoba, **1:43; 1:44**
 - Saskatchewan
 - change of, **2:204**
- Reporting issuer status change, withdrawal notice
 - See REPORTING ISSUER, CEASING TO BE
- Request for services (Alberta Corporate Registry), **2:199**
- Restoration, British Columbia, publication in Gazette, **18:22**
- Shareholders, to, re shares, **6:48**
- Target company's, **29:26**
- Termination of registration of individuals, **31:16**
- Variation (Ontario), **29:18**
- Waiver of
 - See WAIVER OF NOTICE

OBJECTS

- Pre-approved letter to Public Guardian and Trustee, **1:82**

OFFERING MEMORANDUM

- Common shares, **23:2**
- Manitoba, exempt market securities, requirements for, **23:8**
 - declarations respecting trades under s. 91 of Securities Regulation, **23:8.20; 23:8.50; 23:8.80**
- Non-qualifying issuer, Form 45-106F2, **23:3**
- Qualifying issuer, Form 45-106F3, **23:4**

OFFICERS

- Certificate of
 - guarantee, of, **21:53**
 - solvency on
 - purchase of common shares
 - eliminate fractions, settle debt or claim, to, **8:16**
 - generally, **8:15**
 - redemption or retraction of preferred shares, **8:17**
 - stated capital, reduction of, on, **14:48**
- Directors' resolution appointing
 - Alberta, **2:45**
 - federal, **2:2**
 - Manitoba, **2:79**
 - Nova Scotia, **2:99**
 - Ontario, **2:19**
 - Saskatchewan, **2:62**
- Mailing, statement re, **12:15**
- Questionnaire, **22:20**
- Register, **2:148**

O'BRIEN'S II—CORPORATIONS

OFFICERS—Cont'd

- Release by, **33:15**
- Transfer of corporation to client
 - directors' resolution appointing officer, **2:111**
 - resignation of officer, **2:110**

ONTARIO CORPORATIONS INFORMATION ACT

- Initial return or notice of change
 - extra-provincial corporation, **2:184**
 - Ontario corporation, **2:183**

OPINIONS

- See also COUNSEL
- Asset purchase, **33:34; 33:35**
- Control, **21:46**
- Outstanding shares, **28:5**
- Private placement of common shares, issuer's counsel, **24:29**
- Share purchase, **33:18; 33:19**

OPTIONS

- Call option, shareholders' agreement, **13:12**
- Put option, shareholders' agreement, **13:13**
- Share acquisition
 - See SHARES, ACQUISITION OPTIONS

PARTICIPATION AGREEMENTS

- Generally, **13:30**

PARTNERSHIPS

- Limited
 - See LIMITED PARTNERSHIP

PERFORMANCE

- Asset purchase certificate re, **33:27**

PLEDGE AGREEMENTS

- Generally, **21:14**

POLL

- Scrutineers' report re, **12:52**

PORTFOLIO MANAGER

- See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

POWERS OF ATTORNEY

- See also AGENTS
- Extra-provincial registration, for
Manitoba, **20:87**

POWERS OF ATTORNEY—Cont'd

- Extra-provincial registration, for—Cont'd
 - Saskatchewan, **20:60**
- Share transfer, **9:8**

PRE-EMPTIVE RIGHTS

- Shares, **6:49**

PREFERRED SHARES

- Cash dividends, **7:3**
- Certificates
 - no transfer agent, **5:4**
 - with transfer agent, **5:5**
- Retirement
 - See RETIREMENT OF SHARES

PRE-INCORPORATION CONTRACT

- Directors' resolution adopting
 - Alberta, **2:52**
 - federal, **2:12**
 - Manitoba, **2:88**
 - Ontario, **2:28**
 - Saskatchewan, **2:71**

PRESS RELEASES

- Continuous disclosure, re, **32:1**
- Intention to case being reporting issuer in Canada, **30:43**
- Private placement rights offering, **23:18**
- Takeover bid, re, **29:3**

PRIORITIES

- Assignment and postponement of claim, **21:40**
- Inter-creditor agreement, **21:39**
- Shares on liquidation
 - See SHARE PROVISIONS, liquidation
- Subordination agreement
 - secured debt, **21:42**
 - unsecured debt, **21:41**

PRIVATE CORPORATION

- Clause limiting number of shareholders
 - Alberta, **1:63**
 - Nova Scotia, **1:64**

PRIVATE PLACEMENTS

- Agreements
 - agency agreement with single dealer, **23:1**

PRIVATE PLACEMENTS—Cont'd

Agreements—Cont'd

subscription

limited partnership units, **23:12**

private issuer, by, **23:11**

public company, brokered private placement of common shares by, **23:13**

Closing documents

agenda, **24:23**

certificates

agency agreement, pursuant to, **24:17**

articles, by-laws, resolutions, certifying, **24:24**

issuer's counsel, in respect of opinion of, **24:26**

direction re funds, **24:28**

exempt distributions report of, Form 45-106FI, **24:27**

opinion, counsel for issuer

common share, **24:29**

officers' certificate in respect of, **24:26**

trade, report of, under exemption clause (Manitoba), **23:9**

Offering documents

exempt market securities, trades under clause 91(a) or (b)

notice of intention to trade (Manitoba), **23:7**

requirements for offering memorandum (Manitoba), **23:8**

exempt purchaser, report of resale (Manitoba), **23:10**

exempt purchaser, report of trade (Manitoba), **23:9**

memorandum

common shares, **23:2**

non-qualifying issuer, Form 45-106F2, **23:3**

qualifying issuer, Form 45-106F3, **23:4**

requirements for, Manitoba, **23:8**

risk acknowledgment

Form 45-106F4, **23:5**

Form 45-106F5, Saskatchewan, **23:6**

Rights offerings

agency and custodial agreement, **23:14**

circular, **23:18**

notice, **23:15**

stand-by purchase agreement, **23:14**

PROMISSORY NOTES

Generally, **21:5**

PROSPECTUS

Consent letters

auditors of, **24:10**

counsel, of, **24:9**

PROSPECTUS—Cont'd

- Equity offerings
 - long form, **22:10**
 - short form, **22:9**
- Filing of, resolution approving
 - final prospectus, **24:2**
 - preliminary prospectus, **24:1**
- Final
 - certificate of authorization, **24:13**
 - consent, **24:9; 24:10**
 - counsel
 - confirmation of, **24:11**
 - consent letter, **24:9**
 - deposit agreement, **24:14**
 - filing letter, **24:8**
 - undertaking re filing material contracts, **24:12**
- Mutual funds, simplified, **26:3**
- Preliminary
 - audit committee approval of financial statement, **24:3**
 - confirmation of counsel, **24:6**
 - filing letter, **24:4**
 - personal information form, **24:5**
 - qualification certificate, short form prospectus, **24:7**

PROVINCIAL CORPORATIONS, INCORPORATION OF

- See INCORPORATION
- Appointment of
 - Manitoba, **2:129**
 - Ontario, **2:121**
- Form of
 - general, **12:32**
 - private corporation, less than 15 shareholders (Saskatchewan), **12:37**
 - solicited by management, public company
 - Alberta, **12:33**
 - British Columbia, **12:34**
 - Manitoba, **12:36**
 - Ontario, **12:33**
 - Saskatchewan, **12:35**
- Information circular, **12:20**
- Revocation of, **12:37**
- Solicitation
 - See PROXY SOLICITATION

PROXY SOLICITATION

- Dealer manager agreement, **12:66**

O'BRIEN'S II—CORPORATIONS

PROXY SOLICITATION—Cont'd

- Dissidents' information circular, **12:63**
 - statement accompanying, **12:65**
- Form of, dissident solicitation, **12:64**
- Information circular
 - board of directors, rotating, **12:24**
 - directors, cumulative voting for, **12:23**
 - dissent rights
 - Alberta, **12:30**
 - British Columbia, **12:29**
 - federal, **12:27**
 - Ontario, **12:28**
 - Saskatchewan, **12:27**
 - general form, **12:21**
 - questionnaire relating to, **12:31**
 - restricted voting shares, **12:22**
 - special resolution, approval of, **12:25**
 - stock exchange imposed majority, **12:26**
- Meeting, notice of
 - adjournment of shareholders' special meeting, **12:13**
 - annual, **12:10**
 - annual and special, **12:11**
 - dissidents' statement re mailing, **12:16**
 - officers' or directors' statement re mailing, public company, **12:15**
 - shareholder requisitioned meeting, **12:14**
 - special, **12:12**
- National Instrument 54-101, compliance with
 - annual request form, **12:18**
 - return card, **12:19**
 - timetable for annual shareholders' meetings, **12:17**

PUBLIC CORPORATION

- See also CORPORATIONS
- Mailing, officers' or directors' statement re, **12:15**
- Proxies, form of, **12:33**
- Shareholders' meeting, directors' resolution calling, **12:8**

PUBLIC GUARDIAN AND TRUSTEE

- Non-share capital corporation, letter to re
 - notification of incorporation, re, **2:175**
 - pre-approval of objects, re, **2:174**
- Revival, letter to requesting non-objection to, **18:5**

PUBLIC OFFERINGS

- Closing documents
 - agenda, **24:15**

PUBLIC OFFERINGS—Cont'd

Closing documents—Cont'd

agent

confirmation of, **24:18**

direction of as to registration of shares, **24:19**

officers' certificates

agency agreement, pursuant to, **24:25**

articles, by-laws, resolutions and incumbency and the signatures of officers and directors, certifying, **24:16**

treasury direction to registrar and transfer agent, **24:20**

Common share offerings

See COMMON SHARES

Debt offerings

debentures, convertible

secured, **22:11**

unsecured, **22:12**

trust indenture, **22:13**

Due diligence

checklist, **22:17**

memoranda and questionnaire, **22:20**

British Columbia

covering letter, **22:19**

promoters and directors, **22:21**

law firm ownership, **22:22**

oral session

final prospectus, **22:24**

preliminary prospectus, **22:23**

"scare letter" re securities responsibilities, **22:18**

Equity offerings

prospectus

long form, **22:10**

short form, **22:9**

Filing documents

authentication, certificate of, **24:13**

consent letters

auditor's, **24:10**

counsel's, **24:9**

deposit agreement, **24:14**

final prospectus, **24:8**

personal information form, **24:5**

preliminary prospectus filing letter, **24:4**

Opinions

See OPINIONS

Resolutions, prospectus, approving, **24:1; 24:2**

PUBLIC OFFERINGS—Cont'd

- Rights offerings
 - certificate, **24:22**
 - circular, **22:14**
 - prospectus, **22:15**
 - resolution of board of directors, **24:21**
 - stand-by purchase agreement, **22:14**
 - subscription agency agreement, **22:16**
- Shareholders' agreement provision, **13:14**
- Start-up crowdfunding
 - funding portal
 - individual information form, **22:29**
 - information form, **22:28**
 - offering document, **22:26**
 - report of exempt distribution, **22:30**
 - risk acknowledgment, **22:27**
- Underwriting agreements
 - See UNDERWRITING AGREEMENTS

PUT OPTION

- Generally, **13:13**

REDEMPTION

- Notice of, bonds or debentures
 - full, **21:55**
 - part, **21:56**
- Shares, of
 - mandatory
 - annual, **6:38**
 - purchase of remaining shares, **6:39**
 - preferred
 - See RETIREMENT OF SHARES
 - resolution, **8:18**
 - right to and method of, **6:37**

REGISTERED OFFICE

- Change of
 - See ARTICLES, AMENDMENTS TO
- initial
 - federal, **1:17**
- Notice of, Nova Scotia, **1:115**

REGISTERS

- Debt holder, **2:153**
- Directors', **2:147**
- Officers', **2:148**

REGISTERS—Cont'd

Register of Interests in Land (Ontario only), **2:154**
 Shareholders', **2:149**
 Share transfer, **2:151**
 Warrant holder, **2:152**

REGISTRAR AND TRANSFER AGENT

Directors' resolution re
 Alberta, **2:51**
 appointing, **28:2**
 Manitoba, **2:87**
 Ontario, **2:27**
 replacement share certificate, **9:12**
 Saskatchewan, **2:70**
 Factual matters, certificate of re, **28:4**
 Indemnity bond re lost share certificate, **9:11**
 Opinion regarding outstanding shares, **28:5**
 Share certificate, declaration of loss of, **9:10**
 Transfer agency, registrar and dividend disbursing, agreement re, **28:3**
 Treasury direction to, **24:20**

REGISTRATION

Securities dealers and advisers
 See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
 REGISTRATION OF

RELEASES

Debenture or trust deed, **21:57**
 Lender, by, **21:58**
 Shareholders' agreement, **13:32**
 Share purchase
 by corporation, **33:16.50**
 director or officer, by, **33:15**
 vendor, by, **33:16**

RENTS AND LEASES

Assignment of, **33:29**

REPORTING ISSUER, CEASING TO BE

B.C. Instrument 11-502 - voluntary surrender of reporting issuer status, **30:44**
 Modified procedure for dual application, **30:35**
 application letter, **30:35**
 form of order, **30:36**
 Modified procedure for passport application, **30:33**
 application letter, **30:33**
 form of order, **30:34**

REPORTING ISSUER, CEASING TO BE—Cont'd

Other applications

application letter for dual application, **30:39**

application letter for passport, **30:37**

form of order for dual application, **30:40**

form of order for passport, **30:38**

Press release, **30:43**

Simplified procedure for dual application, **30:31**

application letter, **30:31**

form of order, **30:32**

Simplified procedure for passport application, **30:29**

application letter, **30:29**

form of order, **30:30**

Verification certificate, **30:45**

Withdrawal notice, **30:41**

dual application letter, of, **30:42**

passport application letter, of, **30:41**

REPORTING LETTERS

Incorporation and organization

federal, **2:205**

Ontario, **2:206**

Other

initial return filing for extra-provincial corporation, **2:209**

registration of extra-provincial corporation in Ontario, **2:207**

registration of extra-provincial unlimited liability company in Ontario,
2:208

REPORTS

Private placements, exempt distributions, **24:27**

Takeover bids

disclosure, **29:4**

early warning, **29:3**

REPRESENTATIONS

Asset purchase certificate re, **33:27**

Certificate, **19:21**

RESIGNATION

Director, **10:8**

RESOLUTIONS

Accountant, appointment of

Alberta, **2:56; 11:31**

British Columbia, **11:30**

federal, **2:9; 11:22**

Manitoba, **2:92; 11:33**

RESOLUTIONS—Cont'd

Accountant, appointment of—Cont'd

Ontario, **2:26; 11:29**

Saskatchewan, **2:74; 11:32**

Amalgamation

authorization by directors', **15:6**

British Columbia, **15:9**

vertical with wholly owned subsidiary

Alberta, **15:12**

British Columbia, **15:13**

federal, **15:12**

Manitoba, **15:12**

Ontario, **15:12**

Saskatchewan, **15:14**

wholly owned subsidiary amalgamating with another wholly owned subsidiary

Alberta, **15:15**

British Columbia, **15:16**

Manitoba, **15:15**

Ontario, **15:15**

Saskatchewan, **15:15**

authorization by shareholders'

Alberta, **15:11**

British Columbia, **15:8**

three-cornered merger, **15:7**

two corporations, **15:5**

Asset purchase, re

purchaser's directors, **33:25**

vendor's directors, **33:23**

vendor's shareholders', **33:24**

Auditors

appointment of, **11:1; 12:40**

Alberta, **2:55**

federal, **2:14**

Manitoba, **2:91**

Nova Scotia, **2:102**

Ontario, **2:31**

Saskatchewan, **2:73**

dispensing with

Alberta, **2:107; 11:25**

British Columbia, **11:24**

federal, **11:22**

Manitoba, **2:109; 11:27**

Ontario, **11:23**

O'BRIEN'S II—CORPORATIONS

RESOLUTIONS—Cont'd

Auditors—Cont'd

dispensing with—Cont'd

Saskatchewan, **2:108; 11:26**

removal, **11:5**

appointment of another, and, **11:6**

Borrower's directors', **21:48**

By-laws

confirmation of, **12:41**

confirmation of amendment to, **12:44**

Capital, reducing

amount not represented by assets, **14:39**

Nova Scotia, **14:40**

distribution to shareholders, **14:43**

Nova Scotia, **14:44**

Certified texts

directors', **19:12**

shareholders', **19:17**

shareholders' special, **19:18**

Committees, directors'

audit

appointing, **10:27**

forming, **10:26**

compensation

appointing, **10:35**

forming, **10:34**

corporate governance

appointing, **10:32**

forming, **10:31**

executive

appointing, **10:24**

forming, directors' resolution, **10:23**

general

appointing, **10:21**

forming, **10:20**

Conflict of interest transaction approval, **10:17**

Continuance

federal to provincial, **16:21**

provincial to federal, authorizing continuance federally

Alberta, **16:2**

British Columbia, **16:1**

Manitoba, **16:4**

Nova Scotia, **16:3**

Ontario, **16:1**

RESOLUTIONS—Cont'd

Continuance—Cont'd

provincial to federal, authorizing continuance federally—Cont'd
Saskatchewan, **16:1**

Directors'

See DIRECTORS' RESOLUTIONS

Directors' consent to passing of

Alberta, **19:7**
British Columbia, **19:6**
federal, **19:5**
Manitoba, **19:5**
Nova Scotia, **19:5**
Ontario, **19:6**
Saskatchewan, **19:5**

Election of directors, **10:6; 12:39**

Fiscal year end (Nova Scotia), **2:102**

Guarantee, authorizing, **21:49**

Indemnification of directors, **10:11**

Insurance

authorizing purchase of, **10:10**
securities dealer registration, **31:10**

Loan, approving, **21:48**

Name change, **14:1**

British Columbia, **14:3**
Nova Scotia, **14:2**

Not-for-profit corporation

annual resolutions, Ontario, **1:88**
directors, Ontario, **1:85**
organizational, federal
director's, **2:178; 2:180**
director's change of officers, **2:182**
member's, **2:179; 2:181**

Number of directors, fixing, **10:2**

Options

See shares, acquisition options, *infra*

Ordinary, **12:42**

ballot for, **12:47**

Passing of by signature

directors', **2:144**
shareholders, **2:145**
special, **2:146**

Public offering of securities, closing of
final prospectus, approval of, **24:2**

RESOLUTIONS—Cont'd

Public offering of securities, closing of—Cont'd

preliminary prospectus

approval of, **24:1**

financial statements, audit committee approval of, **24:3**

Records keeping agent, appointment of (British Columbia), **2:41**

Redemption of shares, **8:18**

Registered office, change of, **14:11; 14:18**

Removal of director, **10:9**

Retirement of

common shares, **8:1-8:4**

preferred shares, **8:10-8:13**

Rollover, purchaser's directors, **33:37**

Share capital, alterations of

See ARTICLES, AMENDMENTS TO

Share certificate, replacement of, **9:12**

Shareholders'

See SHAREHOLDERS' RESOLUTIONS

Shareholders' consent to passing of

Alberta, **19:11**

British Columbia, **19:10**

federal, **19:8**

Manitoba, **19:8**

Nova Scotia, **19:9**

Ontario, **19:9**

Saskatchewan, **19:8**

Shareholders' meeting, calling, **12:7**

public corporation, **12:8**

Share purchases

purchaser's directors, **33:10**

vendor's directors, **33:8**

vendor's shareholders' special, **33:9**

Shares

acquisition options

adopting stock option plan, **4:3**

authorization of options with conditional allotment, **4:2**

granting of under plan, **4:6**

private company, **4:5**

public company, **4:4**

stand alone agreement, **4:6**

authorizing issue of

cash, for, **3:9; 3:10**

common shares issuable under warrants, **3:17**

RESOLUTIONS—Cont'd

Shares—Cont'd

authorizing issue of—Cont'd

conditional allotment, **3:17**

Alberta, **3:14**

British Columbia, **3:13**

federal, **3:11**

Manitoba, **3:16**

Ontario, **3:12**

Saskatchewan, **3:15**

units, allotment and issue of, **3:18**

changing rights attaching to class, **14:49**

consolidating shares of a class into fewer number, **14:53**

creating new class of, **14:31**

creating new class of issuable in series, **14:34**

designating series, **14:37**

issuable in series, authorizing, **6:8**

number of authorized, removing limitations of, **14:27**

subdividing class of into greater number of shares, **14:51**

warrants, approval of, **4:10**

Special

ballot for, **12:47**

borrowing (Nova Scotia), **2:101**

directors interested in share allotment (British Columbia), **2:38**

fundamental change, **12:58**

passing, minutes of, **12:62**

resolutions, passage of by signature, **2:146**

shareholders' re

certification text, **19:18**

conflict transaction, approving, **10:17**

number of directors, authorizing directors to fix, **10:3**

share capital, alterations of

See ARTICLES, AMENDMENTS TO

share purchase, **33:9**

Takeover bids

directors' circular, approval of, **29:17**

offer and accompanying circular, approval of, **29:16**

Transfer of corporation to client

directors' resolution

appointing officer, **2:111**

consenting to transfer of shares, **2:115**

shareholders' resolution appointing director to fill vacancy, **2:113**

Vacancy, filling of, **10:7**

O'BRIEN'S II—CORPORATIONS

RESOLUTIONS—Cont'd

Warrants

See shares, *supra*

RESTORATION

Affidavit

first, **18:19**

second, **18:23**

Application

full, **18:15; 18:16**

limited, **18:12; 18:13**

Consent, letter to registrar requesting, **18:20**

Extra-provincial company

notification letter, **18:21**

reinstatement application

full, **18:17**

limited, **18:14**

Nova Scotia, **18:31**

Order, **18:24**

Publication in British Columbia Gazette, notice for, **18:22**

Requisition

first, **18:18**

RESTRICTIONS

Businesses and activities

Alberta, **1:67**

federal, **1:67**

Ontario, **1:68**

Control transactions, on, **13:19**

Dividends, on

junior shares, on, **6:22**

protection of, **6:24**

Modification of shares, **6:31**

Professional corporations (Alberta), **1:72**

Right to vote separately as a class or series

federal, **1:59**

Ontario, **1:60**

Share, **5:8**

Shareholders, number of

Alberta, **1:63**

Nova Scotia, **1:66**

Shares, transfer of

See TRANSFER OF SHARES

Transferability, **1:64**

Alberta, **1:64**

RESTRICTIONS—Cont'd

Transferability, **1:64**—Cont'd
Saskatchewan, **1:65**

RETIREMENT OF SHARES

Common shares

notice of share purchase, **8:6**
purchase for cancellation, directors' resolution authorizing
fraction elimination, **8:3**
normal course purchase, **8:1**
pursuant to private contract, **8:2**
settlement of debt or claim, **8:4**
unanimous consent of shareholders, **8:5**

Officers' certificates on solvency

common shares
elimination of fractions, **8:16**
generally, **8:15**
settlement of debt and claim, **8:16**
preferred shares, redemption or retraction of, **8:17**

Preferred shares

notice of redemption, **8:7**
waiver of, **8:14**
partial redemption by lot
directors' resolution authorizing, **8:12**
notice of, **8:9**
pro-rata partial redemption
directors' resolution authorizing, **8:11**
notice of, **8:8**
total redemption of a class of preferred shares, **8:10**

RETRACTION OF SHARES

Consent of corporation, **8:20**

Redemption

notice of, **8:19**
resolution, **8:18**

Share provisions

See SHARE PROVISIONS

REVIVAL

Articles of

federal, **18:2**
Manitoba, **18:29**
Ontario, **18:8**
letter filing, **18:7**

Consent, letter requesting

Corporations Tax Branch, **18:4**

O'BRIEN'S II—CORPORATIONS

REVIVAL—Cont'd

- Consent, letter requesting—Cont'd
 - Ontario Securities Commission, **18:6**
- Restoration
 - See RESTORATION
- Saskatchewan, **18:28**
- Statement of non-objection, letter to Public Guardian and Trustee's Office requesting, **18:5**

REVOCATION

- Proxies, of, **12:38**

RIGHTS OFFERINGS

- See PRIVATE PLACEMENTS; PUBLIC OFFERINGS

ROLLOVER OF SHARES

- Agreement, **33:36**
- Directors' resolution of purchaser, **33:37**

SALE FROM CONTROL BLOCK

- Distribution of securities, notice of intention to, form, **25:1**

SCRUTINEERS' REPORTS

- Attendance, **12:50**
- Directors, election of, **12:51**
- Poll, **12:52**

SECURITIES

- See also SHARE PROVISIONS; SHARES
- Advisers
 - See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS, REGISTRATION OF
- Commissions
 - See SECURITIES COMMISSIONS
- Dealers
 - See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS, REGISTRATION OF
- Listing of
 - See LISTING OF SECURITIES
- Private placements of
 - See PRIVATE PLACEMENTS
- Public offerings of
 - See PUBLIC OFFERINGS
- Register
 - See SECURITIES REGISTER
- Stock exchange
 - See STOCK EXCHANGE

SECURITIES ADVISERS

See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

SECURITIES COMMISSIONS

Applications to

Alberta, **30:11**

authorization and confirmation

Nova Scotia, **30:3**

Ontario, **30:3**

Saskatchewan, **30:13**

authorization and verification, British Columbia, **30:9**

ceasing to be reporting issuer

See REPORTING ISSUER, CEASING TO BE

draft ruling, sample

Alberta, **30:12**

British Columbia, **30:10**

Nova Scotia, **30:4**

Ontario, **30:4**

Saskatchewan, **30:14**

exemption, standard form for

British Columbia, **30:8**

Nova Scotia, **30:2**

Ontario, **30:2**

recognition as exempt purchaser (Manitoba), **30:15**

criminal record form, **30:15.70**

form of submission to jurisdiction and appointment of agent for service
of process by non-resident dealer, **30:15.30**

reporting issuer, applicant not (Ontario, Nova Scotia)

order, **30:7**

standard form, **30:5**

verification certificate, **30:6**

Continuance, letter requesting consent, **16:6**

Continuous disclosure, letter to re, **32:3**

Dealer and adviser registration, filing letter to re, **31:8**

Exemptive relief under the Passport System

co-ordinated review application, **30:22**

decision, **30:24**

e-mail to regulators, **30:23**

dual application, **30:19**

decision, **30:21**

e-mail to regulators, **30:20**

hybrid application

decision, **30:28**

dual coordinated review, **30:26**

O'BRIEN'S II—CORPORATIONS

SECURITIES COMMISSIONS—Cont'd

Exemptive relief under the Passport System—Cont'd

co-ordinated review application, **30:22**—Cont'd

hybrid application—Cont'd

e-mail to regulators, **30:27**

passport/coordinated review, **30:25**

standard form, **30:16**

decision, **30:18**

e-mail to regulators, **30:17**

Revival, letter requesting consent (Ontario), **18:6**

SECURITIES DEALERS, REGISTRATION OF

See DEALERS, ADVISERS AND INVESTMENT FUND MANAGERS,
REGISTRATION OF

SECURITIES REGISTER

Directors' resolution appointing agent

Alberta, **2:51**

federal, **2:11**

Manitoba, **2:87**

Ontario, **2:27**

Saskatchewan, **2:70**

SECURITY DOCUMENTS

See also BANKING; BORROWING; DEBENTURES

Application for credit with promise to give security, **21:21**

Assignment

agreement, **21:24**

book debts, **21:13**

insurance, **21:23**

Bank Act forms

See BANK ACT

Bank Act security, agreement re, **21:22**

Book debts, general assignment of, **21:13**

Debenture

convertible, **21:9**

demand, **21:8**

trust deed securing bonds or, **21:10**

unsecured, **21:6**

General security agreement, **21:11; 21:12**

Guarantee agreement, **21:7**

Insurance assignment agreement, **21:23**

Mortgage

British Columbia, **21:27**

leasehold lands, of, **21:25**

Pledge agreement, **21:14**

SHARE CERTIFICATES

- Bearer scrip, **5:11**
- Common shares
 - no transfer agent, **5:2**
 - with transfer agent, **5:3**
- Declaration of loss, **9:10**
- Directors' resolution approving form of
 - Alberta, **2:47**
 - federal, **2:4**
 - Manitoba, **2:81**
 - Ontario, **2:21**
 - Saskatchewan, **2:64**
- Fractional, **5:12**
- Indemnity bond re lost, **9:11**
- Legend on shareholders' agreement, **5:10; 13:24**
- Lien by corporation, **5:9**
- Preferred shares
 - no transfer agent, **5:4**
 - with transfer agent, **5:5**
- Replacement, directors' resolution authorizing, **9:12**
- Shareholders' agreements, **5:10**
- Share restrictions, **5:8**
- Transfer endorsement form, **5:6**
- Transfer restrictions, **5:7**

SHAREHOLDERS

- Agreements
 - See SHAREHOLDERS' AGREEMENTS
- Consent of regarding exemption from auditors requirements
 - Manitoba, **2:105**
 - Ontario, **2:104**
- Dissent rights, information circular related to
 - Alberta, **12:30**
 - British Columbia, **12:29**
 - federal, **12:27**
 - Ontario, **12:28**
 - Saskatchewan, **12:27**
- Ledger, **2:150**
- Meetings of
 - See MEETINGS
- Number of, restriction on
 - Alberta, **1:63**
 - Nova Scotia, **1:64**
- Organizational meeting
 - Manitoba, **2:130**

SHAREHOLDERS—Cont'd

Organizational meeting—Cont'd

Ontario, **2:122**

Pre-emptive rights, **6:49**

Register, **2:149**

Resolutions

See SHAREHOLDERS' RESOLUTIONS

Statement in respect of mailing

directors', **12:15**

dissidents', **12:16**

officers', **12:15**

SHAREHOLDERS' AGREEMENTS

General agreement

arbitration, **13:27**

business of corporation, **13:4**

buy-sell agreement, **13:18**

call option, **13:12**

commentary, **13:1**

contributions of shareholders, **13:5**

control of corporation, **13:6**

control transactions, restrictions on, **13:19**

death, purchase of shares following, **13:16**

definitions, **13:3**

domestic matters, **13:22**

draw along right, **13:11**

family law obligations, **13:22**

general provisions, **13:28**

guarantees, contribution and indemnity, **13:23**

indemnification, **13:25**

insurance policies, **13:17**

legend on shares, **13:24**

liability, joint and several, **13:25**

operations, **13:6**

option to purchase shares, **13:12**

option to sell shares, **13:13**

ownership, restrictions on, **13:8**

piggyback right, **13:10**

pre-emptive right, **13:21**

public offering, **13:14**

put option, **13:13**

restrictions

control transactions, on, **13:19**

ownership, on, **13:8**

shares, on, **13:7**

SHAREHOLDERS' AGREEMENTS—Cont'd

General agreement—Cont'd

- right of first opportunity, **13:9**
- right of first refusal, **13:9**
- right to come along, **13:10**
- right to require sale of shares, **13:15**
- right to take along, **13:11**
- shareholder contributions, **13:5**
- shares
 - general terms and conditions as to sale and purchase of, **13:20**
 - legend upon, **13:24**
 - option to purchase, **13:12**
 - option to sell, **13:13**
 - public offering, **13:14**
 - purchase of following death, **13:16**
 - restrictions on sale and transfer of, **13:7**
 - right to require sale of, **13:15**
- shotgun agreement, **13:18**
- termination, **13:26**

Net worth certificate, **13:33**

Participation agreement, **13:30**

Release, **13:32**

Share auction purchase agreement, **13:31**

Unanimous shareholders' agreement, notice of execution or termination,
13:34

SHAREHOLDERS' RESOLUTIONS

Accountant, appointment of

- Alberta, **2:56; 11:31**
- British Columbia, **11:30**
- federal, **11:28**
- Manitoba, **2:92; 11:33**
- Ontario, **11:29**
- Saskatchewan, **2:74; 11:32**

Amalgamation of two corporations, authorizing

- Alberta, **15:11**
- British Columbia, **15:8**
- general, **15:5**
- three-cornered merger, **15:7**

Asset purchase, **33:24**

Auditors

- appointment of, **11:1; 12:40**
 - Alberta, **2:55**
 - federal, **2:14**
 - Manitoba, **2:91**

SHAREHOLDERS' RESOLUTIONS—Cont'd

Auditors—Cont'd

appointment of, **11:1; 12:40**—Cont'd

Nova Scotia, **2:102**

Ontario, **2:31**

Saskatchewan, **2:73**

dispensing with

Alberta, **2:107; 11:25**

British Columbia, **11:24**

federal, **2:106; 11:22**

Manitoba, **2:109; 11:27**

Ontario, **11:23**

Saskatchewan, **2:108**

removal of, **11:5; 11:6**

By-law, confirming, **12:41**

Alberta, **2:54**

amendments, **12:44**

federal, **2:13**

Manitoba, **2:90**

Ontario, **2:30**

Saskatchewan, **2:72**

Certified text, **19:17**

Changing rights attaching to new class of shares

general, **14:49**

Nova Scotia, **14:50**

Consolidating shares of a class into fewer number

British Columbia, **14:54**

general, **14:53**

Nova Scotia, **14:54**

Continuance federally, authorizing

Alberta, **16:2**

Manitoba, **16:4**

Nova Scotia, **16:3**

Ontario, **16:1**

Saskatchewan, **16:1**

Continuance in province, authorizing, **16:21**

Directors

election of, **10:6; 12:39**

Alberta, **2:53**

federal, **2:15**

Manitoba, **2:93**

Ontario, **2:29**

Saskatchewan, **2:75**

removal of, **10:9**

SHAREHOLDERS' RESOLUTIONS—Cont'd

Directors—Cont'd

 resignation of, Manitoba, **2:93**Fiscal year end, fixing (Nova Scotia), **2:102**Merger, three cornered, authorization of, **15:7**

Name change, authorization of

 British Columbia, **14:3** general, **14:1** Nova Scotia, **14:2**

Number of authorized shares, removing limitation of

 Alberta, **14:30** British Columbia, **14:29** general, **14:27** Nova Scotia, **14:28**Ordinary, **12:42**Organization (Manitoba), **2:89**

Reducing stated capital by amount not represented by assets

 British Columbia, **14:41** general, **14:39** Nova Scotia, **14:40**

Reducing stated capital to make distribution to shareholders

 general, **14:43** Nova Scotia, **14:44**

Registered office, change of

 federal, **14:18** Manitoba, **14:20** Ontario, **14:19** Saskatchewan, **14:21**Share purchase, **33:9**

Shares, creating new class of

 British Columbia, **14:33** general, **14:31** issuable in series, **14:34** British Columbia, **14:36** general, **14:34** Nova Scotia, **14:35** Nova Scotia, **14:19**

Special

 borrowing (Nova Scotia), **2:101** certified text, **19:18** distribution of assets, approval of (British Columbia), **17:23** general, **12:43** liquidation and dissolution of corporation (Alberta), authorization of, **17:45** number of directors re, **10:3**

SHAREHOLDERS' RESOLUTIONS—Cont'd

Special—Cont'd

share capital, alterations of

See ARTICLES, AMENDMENTS TO

share purchase, **33:9**

transaction, approval of, director with conflict, **10:17**

voluntary liquidation (British Columbia), **17:30**

Subdividing shares of a class into greater number of shares, **14:51**

general, **14:51**

Nova Scotia, **14:52**

SHARE PROVISIONS

Common shares

no other classes, **6:3**

other classes, **6:2**

Conversion

holder's option, to different shares at, **6:35**

price method, public company, **6:34**

prohibition on changes to shares into which convertible shares may be converted, **6:36**

ratio method, public company, **6:33**

right of, **6:32**

Dissolution

See liquidation, *infra*

Dividends

discretionary, no preference, **6:16**

preferred

cumulative, pro-rated on redemption, **6:23**

equality between certain classes, **6:21**

fixed rate

cumulative, **6:17**

non-cumulative, **6:18**

restrictions for protection of, **6:24**

restrictions on for junior shares, **6:22**

variable rate

cumulative, **6:19**

non-cumulative, **6:20**

Equity shares

non-voting, quarterly non-cumulative preferred dividends, **6:6**

voting and non-voting, **6:5**

Liquidation

class votes, Ontario and Alberta corporations, **6:25**

priority

multiple, **6:28**

none, **6:26**

SHARE PROVISIONS—Cont'd

Liquidation—Cont'd

priority—Cont'd

simple, **6:27**

Modification

approval procedure for, **6:30**

authority for, **6:29**

restriction on class or series vote on, **6:31**

Notice provision, **6:48**

Pre-emptive rights, **6:49**

Preference shares, fixed non-cumulative dividends, **6:4**

Purchase obligations

mandatory purchase for cancellation, **6:46**

purchase for cancellation

lowest obtainable purchase price, **6:45**

price subject to maximum, **6:44**

purchase fund, **6:47**

Redemption

mandatory

annual, **6:38**

purchase of remaining shares, **6:39**

right to, method of, **6:37**

Retraction

method of

fixed date, **6:42**

open date, **6:41**

payment, method of, **6:43**

right to, **6:40**

Series, shares issuable in

directors' resolution authorizing, **6:8**

general provisions attaching to, **6:7**

Voting

dividends in arrears, when, **6:13**

non-voting shares

entitlement to notice of, attendance at meetings (federal, Alberta and Ontario), **6:12**

Ontario, **6:11**

rights, **6:14**

voting shares, **6:9**

multiple, **6:15**

Winding-up

See liquidation, *supra*

SHARE PURCHASE

Agreement, **33:6**

SHARE PURCHASE—Cont'd

- Certificates re
 - corporate documents, **33:11**
 - estoppel, **33:14**
 - incumbency, **33:12**
 - representations, warranties and performance, **33:13**
- Closing agenda, **33:7**
- Escrow agreement, **33:12.50**
- Intent, letter of, **33:5**
- Legal opinions by
 - purchaser's counsel, **33:19**
 - vendor's counsel, **33:18**
- Non-competition agreement, **33:17**
- Release by
 - director or officer, **33:15**
 - vendor, **33:16**
- Resolutions
 - purchaser's directors, **33:10**
 - vendor's directors, **33:8**
 - vendor's shareholders' special, **33:9**
- Share auction purchase agreement, **13:31**
- Share purchase agreement, **33:6**

SHARES

- Acquisition option
 - See SHARES, ACQUISITION OPTIONS
- Acquisition warrants
 - See SHARES, ACQUISITION WARRANTS
- Authorized, removing limitations of number of, **14:27**
- Certificates
 - See SHARE CERTIFICATES
- Common
 - See COMMON SHARES
- Consolidating into fewer number, **14:53**
- Conversion
 - See SHARE PROVISIONS
- Dividends
 - See SHARE PROVISIONS
- Equity, non-voting, **6:5**
- Issuance of
 - See ISSUANCE OF SHARES
- Lien on
 - Alberta, **1:62**
 - general, **1:61**

SHARES—Cont'd

- Liquidation
 - See SHARE PROVISIONS
- Modification
 - approval procedure for, **6:30**
 - authority for, **6:29**
 - restriction on class or series vote on, **6:31**
- New class
 - changing rights attaching to
 - general, **14:49**
 - Nova Scotia, **14:50**
 - creating
 - British Columbia, **14:33**
 - general, **14:31**
 - issuable in series
 - British Columbia, **14:36**
 - general, **14:34**
 - Nova Scotia, **14:35**
 - Nova Scotia, **14:32**
- Notice provision, **6:48**
- Number of authorized, reducing limitations of
 - Alberta, **14:30**
 - British Columbia, **14:29**
 - general, **14:27**
 - Nova Scotia, **14:28**
- Pledge agreement, **21:14**
- Pre-emptive rights, **6:49**
- Preference, **6:4**
- Preferred
 - See PREFERRED SHARES
- Provisions
 - See SHARE PROVISIONS
- Purchase agreement, **33:6**
- Purchase obligations
 - See SHARE PROVISIONS
- Redemption
 - mandatory
 - annual, **6:38**
 - to purchase remaining shares, **6:39**
 - right to, **6:37**
- Retirement
 - See RETIREMENT OF SHARES

SHARES—Cont'd

Retraction

method of

fixed date, **6:42**

open date, **6:41**

payment, method of, **6:43**

right to, **6:40**

Rollover of

See ROLLOVER OF SHARES

Series, shares issuable in

directors' resolution authorizing, **6:8**

general provisions, **6:7**

Special clause re lien on, **1:61**

Alberta, **1:62**

Stock exchange listing

See STOCK EXCHANGE

Subdivision of a class into greater number of shares

general, **14:51**

Nova Scotia, **14:52**

Subscriptions for

See SUBSCRIPTIONS FOR SHARES

Transfer of

See TRANSFER OF SHARES

Transfer to client, consent to, **2:114**

Transfer to client of shares held in trust, direction re, **2:117**

Voting

See SHARE PROVISIONS

Winding-up

See SHARE PROVISIONS, liquidation

SHARES, ACQUISITION OPTIONS

Call option, **13:12**

Option agreement, **4:7**

Purchase, option, to, **13:12**

Resolutions

adopting stock option plan, **4:3**

authorizing options and conditionally allotting underlying shares for issuance upon exercise, **4:2**

granting options under plan, **4:6**

Stand alone agreement, **4:7**

Stock option plan

private company, **4:5**

public company, **4:4**

resolution adopting, **4:3**

resolution granting, **4:6**

SHARES, ACQUISITION RIGHTS

Share appreciation rights plan, **4:11**

SHARES, ACQUISITION WARRANTS

Resolution approving warrant indenture and form of warrant certificate, authorizing issue of and conditional allotment of shares, **4:10**

Warrant certificate, **4:9**

Warrant indenture, **4:8**

SHOTGUN AGREEMENTS

Shareholders' agreement provisions, **13:18**

SIGNATURE, PASSING RESOLUTIONS AND BY-LAWS BY

See RESOLUTIONS, passing of by signature

SOLVENCY

See CERTIFICATE, officer's

SPECIAL CLAUSES

See INCORPORATION

STATED CAPITAL

See CAPITAL

STATUTORY DECLARATIONS

Application for incorporation (Nova Scotia), **1:50**

Director or officer of amalgamating corporation (federal)

Alberta, **15:18**

British Columbia, **15:19**

federal, **15:17**

Manitoba, **15:17**

Saskatchewan, **15:17**

STOCK EXCHANGE

See also LISTING OF SECURITIES

Additional listing, notice letter, **27:2**

Applications

CUSIP number, **27:3**

letter with document list, original listing, **27:4**

Bids

See TAKEOVER BIDS

Continuous disclosure, letter to re, **32:4**

Imposed majority by, information circular, **12:26**

Issuer bid, **29:35**

Opinion of counsel to, **27:4**

TSX Venture Exchange, **27:5**

STOCK OPTIONS

Adoption of plan, resolution, **4:3**

O'BRIEN'S II—CORPORATIONS

STOCK OPTIONS—Cont'd

- Authorization of and allocation of, resolution, **4:2**
- Granting of, resolution, **4:6**
- Private company plan, **4:5**
- Public company plan, **4:4**
- Stand alone agreement, **4:7**

SUBORDINATION AGREEMENTS

- See also GUARANTEES
- Secured debt, **21:42**
- Unsecured debt, **21:41**

SUBSCRIPTIONS FOR SHARES

- Accredited investors, **3:1**
 - certificate, **3:3**
 - form for, **3:7**
 - private placement of common shares, brokered, **23:13**
- Family/friends/business associates
 - certificate, **3:4**
 - risk acknowledgment form, **3:8**
- Limited partnership units, private placement of, **23:12**
- Manitoba, **2:131**
- Minimum amount investment certificate, **3:5**
- Non-resident subscriber, **3:2**
- Private issuer
 - certificate, **3:6**
 - private placement by, **23:11**
- Short form agreement, **3:1**

TAKEOVER BIDS

- Acquisition agreement, **29:8**
- Change or variation, notice of, **29:18**
- Circular bids, **39:9**
 - director's circular
 - dissenting, **29:10**
 - general, **29:12**
 - letter of acceptance and transmittal for shareholders, **29:11**
 - letter of guaranteed delivery, **29:13**
 - offer and offering circular, cash and shares, **29:9**
 - undertaking, **29:14; 29:15**
- Compulsory acquisitions
 - Alberta
 - adverse claim, notice of, **29:34**
 - election and transmittal, letter of, **29:33**
 - offeror's notice, **29:32**

TAKEOVER BIDS—Cont'd

Compulsory acquisitions—Cont'd

British Columbia

election and letter of transmittal, **29:29**

intent, notice of, **29:30**

offeror's notice, **29:28**

transmittal letter, **29:31**

federal

adverse claim, notice of, **29:22**

election and letter of transmittal, **29:21**

offeror's notice, **29:20**

Ontario

acceptance, notice of, **29:27**

adverse claim, notice of, **29:25**

election and letter of transmittal, **29:24**

offeror's notice, **29:23**

target company's notice, **29:26**

Confidentiality agreement, **29:1**

Dealer manager agreement, **29:6**

Depository agreement, **29:19**

Directors' resolutions

directors' circular, approval of, **29:17**

offer and accompanying circular, approval of, **29:16**

Guaranteed delivery, letter of, **29:13**

Issuer bids

circular, **29:37**

commentary, **29:35**

notice of change/variation, **29:38**

notice of intention to make normal course bid, **29:36**

Lock-up agreement, **29:2**

Reports and press releases

early warning, **29:3**

press release, **29:4**

Shareholder's list, affidavit to obtain, **29:5**

Soliciting dealer group agreement, **29:7**

Variation, notice of, **29:18**

TELEPHONE MEETINGS

Directors, meeting procedure checklist, Ontario, **12:1**

Directors', minutes of, **12:6**

Directors' consent to act or participate in, **10:4; 10:5**

British Columbia, **19:3**

general, **19:2**

TRADEMARKS

- Assignment of, **33:30**
- Consent to use of (federal), **1:3**

TRANSFER

- Agent
 - See REGISTRAR AND TRANSFER AGENT
- Client, to
 - See CORPORATIONS
- Shares, of
 - See TRANSFER OF SHARES

TRANSFER AGREEMENTS

- On dissolution
 - Alberta, **17:42**
 - federal, **17:2**
 - Manitoba, **17:62**
 - Ontario, **17:9**
 - Resolution of Directors (CBCA), **17:1.50**
 - Saskatchewan, **17:55**

TRANSFER OF SHARES

- Corporation to client, **2:116**
- Endorsement form on certificate, **5:6**
- Estate, transfer to
 - directors' resolution, **9:14**
 - transmission, declaration of, **9:13**
- Power of attorney, **9:8**
- Restrictions, **5:7**
- Restrictions in articles
 - constrained share corporation, **9:6**
 - majority consent
 - directors, **9:1**
 - shareholders, **9:3**
 - unanimous consent
 - directors, **9:2; 9:5**
 - shareholders, **9:4**
- Share transfer, form of, **9:7**
- Share transfer register, **2:151**
- Transfer agent and registrar
 - appointment of, directors' resolution re
 - Alberta, **2:51**
 - Ontario, **2:27**
 - declaration of loss of share certificate, **9:10**
 - indemnity bond re lost share certificate, **9:11**
 - replacement share certificate, directors' resolution authorizing, **9:12**

TRANSFER OF SHARES—Cont'd

Transmission, declaration of, **9:13**

TRUST DEED

Bonds or debentures, securing by, **21:10**

Release and reconveyance of, **21:57**

TRUSTS

Declaration of in respect of shares

general, **3:19**

Nova Scotia, **3:20**

Deed

See TRUST DEED

Indenture, debt offering, **22:13**

Master declaration of, mutual fund, **26:1**

UNANIMOUS SHAREHOLDERS' AGREEMENTS

See also SHAREHOLDERS' AGREEMENTS, general agreement

Unanimous shareholders' agreement, **13:2-13:29**

UNDERWRITING AGREEMENTS

Public offering of securities

bought deal prospectus offering, **22:4**

fully marketed prospectus offering, **22:5**

secondary offering, **22:6**

VARIATION

Notice of, **29:18**

VOLUNTARY DISSOLUTION

See also LIMITED PARTNERSHIP

Application for (British Columbia)

liquidation dissolution, **17:36**

voluntary dissolution, **17:28**

shareholders' resolution authorizing, **17:27**

Articles of dissolution

Alberta, **17:44**

Manitoba, **17:68**

Ontario, **17:12; 17:13**

Assignment and assumption agreement

British Columbia, **17:26**

directors' resolution approving, **17:25**

special resolution approving, **17:24**

Nova Scotia, **17:71**

Auditor's certificate (Nova Scotia), **17:72**

Bankruptcy, notice of, **17:48.75**

VOLUNTARY DISSOLUTION—Cont'd

- Certificate of incorporation, notice of intention to surrender (Nova Scotia),
17:75
- Creditors, notice to, intent to dissolve (Alberta), **17:48**
- Director's resolution
 - Alberta, **17:38**
 - British Columbia, **17:22; 17:25**
 - federal, **17:1.50; 17:8.50**
- Dissolution, **17:60**
- Dissolution by assuming liabilities (Alberta)
 - special resolution authorizing, **17:41**
 - statutory declaration, **17:43**
 - transfer agreement, **17:42**
- Dissolution by request (British Columbia)
 - affidavit of director, **17:29**
 - application, **17:28**
 - authorized by shareholders' resolution, **17:27**
 - assignment and assumption agreement, **17:24**
 - directors' resolution approving, **17:24; 17:25**
 - director
 - affidavit of, **17:29**
 - resolution, **17:22**
- Final meeting (Alberta) return of, **17:53**
- Gazette, letter to (Nova Scotia), **17:74**
- Liquidation (Alberta)
 - liquidator
 - appointment of, notice of, **17:50**
 - appointment or change or discharge of, notice of, **17:48.25**
 - cessation, notice of, **17:51**
 - statutory declaration, **17:53.50**
 - return of, completion of, **17:52**
- Liquidation (British Columbia)
 - application for, **17:36**
 - liquidator
 - address change, **17:33**
 - appointment of, **17:32**
 - ceasing to act, **17:34**
 - records of dissolving company, change, notice of, **17:37**
 - report, **17:35**
 - special resolution, **17:30**
 - statement of intent to liquidate, **17:31**
- Newspaper of general circulation, letter to
 - Manitoba, **17:64**
 - Nova Scotia, **17:73**

VOLUNTARY DISSOLUTION—Cont'd

- Newspaper of general circulation, letter to—Cont'd
 - Saskatchewan, **17:56**
- Notice of intention to dissolve
 - federal, for publication, **17:4**
 - Manitoba, **17:66**
 - Ontario, for publication, **17:4**
 - Saskatchewan, for publication, **17:58**
- Petition to Registrar (Nova Scotia), **17:77**
 - affidavit verifying, **17:78**
- Publication notice
 - Alberta, **17:47**
 - Nova Scotia, **17:73**
- Record keeping, change or update of, notice of (Alberta), **17:48.50**
- Resolution of directors, **17:1.50; 17:8.50**
- Revocation of intent to dissolve, statement of
 - federal, **17:7**
 - Manitoba, **17:67**
 - Saskatchewan, **17:59**
- Special resolution
 - Alberta, **17:40; 17:41; 17:45; 17:49**
 - British Columbia, **17:30**
 - distribution of assets, **17:23**
 - federal, **17:1**
 - Manitoba, **17:61**
 - Nova Scotia, **17:70**
 - Ontario, **17:8**
 - Saskatchewan, **17:54**
- Statement of intent to dissolve
 - Alberta, **17:46**
 - Manitoba, **17:67**
 - Saskatchewan, **17:59**
- Statement of intent to liquidate (British Columbia), **17:31**
- Tax clearance certificate, letter requesting
 - federal, **17:3**
 - Manitoba, **17:63**
- Tax consent, letter requesting (Ontario), **17:10**
- Transfer agreement
 - Alberta, **17:42**
 - federal, **17:2**
 - Manitoba, **17:62**
 - Ontario, **17:9**
 - Saskatchewan, **17:55**

VOLUNTARY DISSOLUTION—Cont'd

Winding-up and dissolution, limited partnerships (Ontario)

See LIMITED PARTNERSHIP

VOTING

Cumulative

chairperson's agenda, **12:55**

minutes, **12:60**

special clause, **1:54**

Dividends in arrears, when, **6:13**

right to elect director, **6:14**

Non-voting shares

entitlement to notice of, attendance at meetings, **6:12**

federal, Alberta and Ontario, **6:11**

federal and provincial, **6:10**

Restrictions on rights to vote separately

federal, **1:59**

Ontario, **1:60**

Right to elect director, dividends in arrears, **6:14**

Voting shares, **6:9**

multiple, **6:15**

WAIVER

See also WAIVER OF NOTICE

Auditor, of (British Columbia), **2:42**

Corporation, by (Saskatchewan), **21:33**

personal property, **21:34**

WAIVER OF NOTICE

Board of directors meeting, **12:4**

Manitoba, **2:128**

Ontario, **2:120**

Non-share capital corporation meeting

directors', **2:163**

members', **2:162**

Shareholders' meeting, **12:9**

WARRANTS

Share acquisition

See SHARES, ACQUISITION WARRANTS

WARRANTY

Asset purchase certificate re, **33:27**

WINDING UP

See also VOLUNTARY DISSOLUTION

WINDING UP—Cont'd

Shares

See SHARE PROVISIONS, liquidation