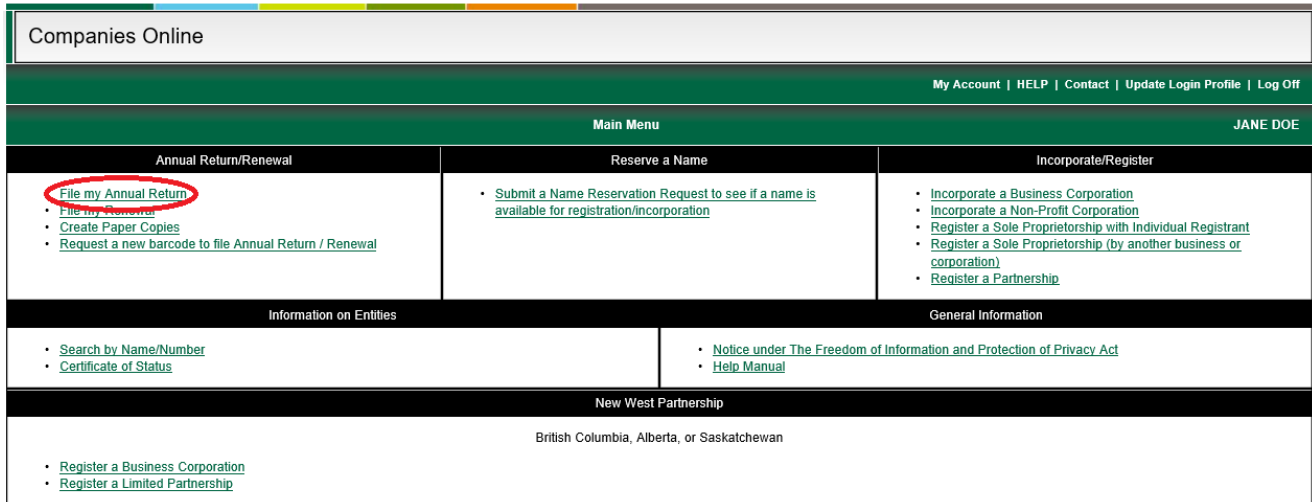


To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

**Supported Browsers:** Chrome, Edge and Firefox. Safari and cell phone access is not supported.

## Main Menu

- Select File my Annual Return

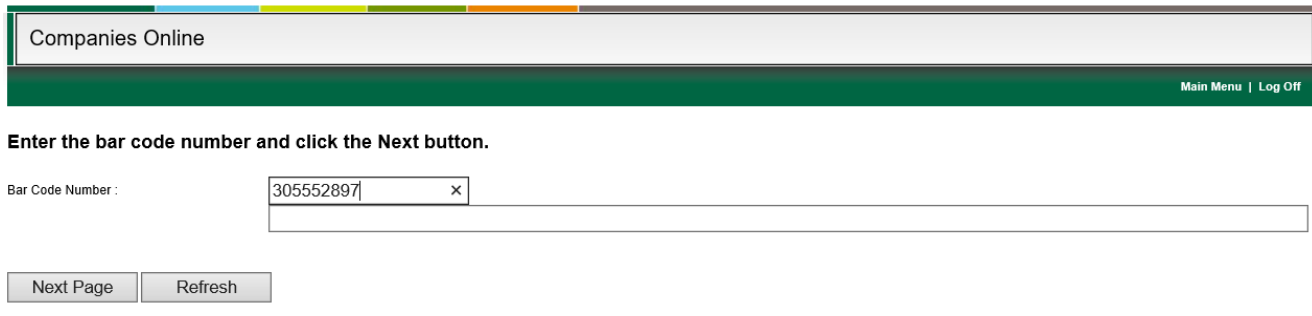


The screenshot shows the 'Main Menu' of the Companies Online system. The user is logged in as 'JANE DOE'. The menu is divided into several sections:

- Annual Return/Renewal:** Contains links for 'File my Annual Return' (circled in red), 'File to Renewal', 'Create Paper Copies', and 'Request a new barcode to file Annual Return / Renewal'.
- Reserve a Name:** Contains a link to 'Submit a Name Reservation Request to see if a name is available for registration/incorporation'.
- Incorporate/Register:** Contains links for 'Incorporate a Business Corporation', 'Incorporate a Non-Profit Corporation', 'Register a Sole Proprietorship with Individual Registrant', 'Register a Sole Proprietorship (by another business or corporation)', and 'Register a Partnership'.
- Information on Entities:** Contains links for 'Search by Name/Number' and 'Certificate of Status'.
- General Information:** Contains links for 'Notice under The Freedom of Information and Protection of Privacy Act' and 'Help Manual'.
- New West Partnership:** Contains links for 'Register a Business Corporation' and 'Register a Limited Partnership'.

## Barcode Number

- Enter the Barcode Number located in the top left corner of the Annual Return or in the email notification that you received
- Click on Next Page



The screenshot shows the 'Barcode Number' entry form. The user has entered the barcode number '305552897'. Below the input field are two buttons: 'Next Page' and 'Refresh'.

## Open Service Request

- Click on Continue

Companies Online Main Menu | Log Off

HEMPZ CATTLE CO-OP INC. Service Request No : 305552897

**Open Service Request**

Service Request has been Created. Please record your Service Request Number or print this page.

Service Request Number : 305552897 Continue

Registry Number : 3810896

Entity Name : HEMP CATTLE CO-OP INC.

Event Type : ANNUAL RETURN

Registrant Type : CO-OPERATIVE

Registrant Sub Type : MB NON-SHARE CO-OP

Service Request Status : UNASSIGNED

**Note:** You have 5 days to complete the Annual Return once you start filing it online. The information you enter in this Service Request is saved and will appear at the bottom of your Main Menu. You may re-open and complete the Annual Return at a later date. However, after 5 days the Service Request is cancelled and it will no longer appear on your Main Menu screen. If this occurs you can get a new barcode from the main menu:

**Annual Return/Renewal**

- [File my Annual Return](#)
- [File my Renewal](#)
- [Create Paper Copies](#)
- [Request a new barcode to file Annual Return / Renewal](#)

## General Information

- Review the information. Contact the Companies Office if any information is incorrect.
- Click on Next Page

Companies Online Main Menu | Log Off

HEMPZ CATTLE CO-OP INC. Service Request No : 305552897

**General Information** Page 1 of 7

\* Required field

Entity Name : HEMP CATTLE CO-OP INC.

Incorporation Date : 06-FEB-1992

Annual Return/Renewal Date : 31-MAR-2021

Home Country : CANADA

Home Province/State : MB

Business Number : 893351171MC0001

Last Filing year : 2019

Page 1 of 7

## Mailing Address

The Mailing Address is the address where the Annual Returns will be sent.

- Update the address, if necessary.
- Email Address - If you want to receive an e-mail notification when the Annual Return is due instead of receiving a paper copy in the mail, select the checkbox and enter your email address.
- Click on Next Page

The screenshot shows the 'Mailing Information' form for HEMPZ CATTLE CO-OP INC. The form includes a 'Copy Filer's Address' button, a 'Mailing Address Name' field, an 'Attention' field with 'JANE DOE', an 'Address' field with '1 SMITH ST.', a 'City' dropdown with 'WINNIPEG', a 'Country' dropdown with 'CANADA', a 'Province/State' dropdown with 'MANITOBA', and a 'Postal Code' field with 'R3C1L8'. There is a checkbox for 'I wish to receive e-mail notification when the annual return or renewal notice is due to be filed.' and an 'Email Address' field with 'janedoe@somewhere.com'. Navigation buttons for 'Previous Page', 'Page 2 of 7', and 'Next Page' are visible.

## Registered Office Address

No changes can be made to the registered office address when filing the Annual Return online. If changes are required, complete this filing and then select Change Registered Office on the Main menu.

- Click on Next Page

The screenshot shows the 'Registered Office Information' form for HEMPZ CATTLE CO-OP INC. The form includes a 'Copy Mailing Address' button, an 'Address' field with '1 SMITH ST.', a 'City' dropdown with 'WINNIPEG', a 'Country' dropdown with 'CANADA', a 'Province/State' dropdown with 'MANITOBA', and a 'Postal Code' field with 'R3C1L8'. There is an 'Effective date, if changing address' field with a 'DATE' dropdown. Navigation buttons for 'Previous Page', 'Page 3 of 7', and 'Next Page' are visible.

## Director / Officer Information

- Full names and residence addresses must be noted.
- Cooperatives must have at least three directors.
- If changing the directors, an effective date for the change is required (day/month/year).

## Adding Directors and Officers

### To add a new director

- Select the Director option
- Director Became Date – click on the drop-down and select the date of appointment
- Enter the full name and address of the Director
- Click on the add button
- Repeat for each new Director

HEMPZ CATTLE CO-OP INC. Service Request No : 30552897

**Director/Officer Information** Previous Page Page 4 of 7 Next Page

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button.  
Each new Director and/or Officer must be added separately. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director	01-May-2022 -	DOE, JANE	1 SMTIH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMTIH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director  Officer

Director became date :

Director ceased date :

\* Required field

First Name : \*

Middle Name :

Last Name : \*

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code :

Previous Page Page 4 of 7 Next Page

## To add a new Officer

- Select the Officer option
- Select the Position held (if available in the drop-down)
  - If not available, simply enter the information (i.e. Chief Executive Officer)
  - If an individual holds multiple positions, simply enter the information (i.e. President/Secretary/Treasurer)
- Enter the full name and address of the Officer
- Click on the add button
- Repeat for each new Officer

HEMPZ CATTLE CO-OP INC. Service Request No : 305552897

**Director/Officer Information** Previous Page Page 4 of 7 Next Page

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button.  
Each new Director and/or Officer must be added separately. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director	01-May-2022 -	DOE, JANE	1 SMTIH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMTIH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director  
 Director became date :    
 Director ceased date :

Officer  
 Position held

**\* Required field**

First Name : \*   
 Middle Name :   
 Last Name : \*   
 Address : \*   
 City : \*   
 Country : \*   
 Province/State : \*   
 Postal Code :

Previous Page Page 4 of 7 Next Page

## Ceasing Directors

- Click on the Director in the grid that has ceased (ensure their role is a Director)
- Director Ceased Date - click on the drop-down and select the date of resignation
- Click on the Cease button
- The individual will still display in the grid, but the grid will show the date that they ceased to be a Director

HEMPZ CATTLE CO-OP INC. Service Request No : 30552897

**Director/Officer Information** Previous Page Page 4 of 7 Next Page

To make changes to existing Directors/Officers, highlight the person's name, make the necessary changes and click on Update button.  
Each new Director and/or Officer must be added separately. [Help](#)

Role	Position held / Director effective dates	Name	Address
Director	01-May-2022 -	DOE, JANE	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Director	01-May-2022 -	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	PRESIDENT	DOE, JOHN	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8
Officer	SECRETARY, TREASURER	DOE, MARY	1 SMITH ST. WINNIPEG, MB CANADA R3C 1L8

Director  Officer

Director became date : 01-May-2022  Clear Date

Director ceased date : 07-Jun-2022  Cease

\* Required field

First Name : \* MARY

Middle Name :

Last Name : \* DOE

Address : \* 1 SMITH ST.

City : \* WINNIPEG

Country : \* CANADA

Province/State : \* MANITOBA

Postal Code : R3C 1L8

Add Update Delete Clear Details

Previous Page Page 4 of 7 Next Page

## Ceasing Officers

- Click on the Officer in the grid that has ceased (ensure their role is an Officer)
- Click on Delete

## Updating Director/Officer Information

- Click on the Director or Officer in the grid
- Update the information that needs to be updated (only their address or position held for an officer can be changed online)
- Contact the Companies Office if a Director or Officer has changed their name
- Click on the Update button

## Nature of Business

- Nature of Business will display. Update, if necessary.
- Click on Next Page

Companies Online

Main Menu | Log Off

HEMPZ CATTLE CO-OP INC. Service Request No : 305552897

Nature of Business Previous Page Page 5 of 7 Next Page

\* Required field  
Please be specific in your description; terms such as manufacturing, consulting, etc. are vague and require further clarification.

Nature of Business : \* CATTLE FEEDERS x

Previous Page Page 5 of 7 Next Page

## Confirmation

- Client Reference Number: Leave blank
- Click on the Pre-Registration Report button

Companies Online

Main Menu | Log Off

HEMPZ CATTLE CO-OP INC. Service Request No : 305552897

Confirmation

Client Reference Number (Optional):

Click on the Pre-Registration Report button to view the information you have entered.

Pre-Registration Report

## Pre-Registration Report

- Review the report. If the information is correct, click on Complete
- If any information is incorrect, click on Fix Error. This will take you to the beginning where you can fix the information

Pre-Registration Report - Complete On-Line

This report contains the information you entered into the system.  
You need to check and verify that this information is correct before proceeding.

Complete Fix Error Print Main Menu



Pre-Registration Report

Registry No : 3810896  
Entity Name : HEMP CATTLE CO-OP INC. As of : 07-Jun-2022

Entity Name : HEMP CATTLE CO-OP INC.  
Registry No : 3810896  
Business No : 893351171MC0001  
Current Status : NOTICE

Entity Type : CO-OPERATIVE  
Entity Sub Type : MB NON-SHARE CO-OP

Incorporation Date : 06-Feb-1992  
Home Jurisdiction : MANITOBA  
Annual Return/Renewal Date : 31-Mar-2021  
Year of Last A/R - Renewal :  
Nature of Business : CATTLE FEEDERS  
NAICS Code : 11211

### Information Validation

- Read the statements and click on Yes to each statement
- Click on Proceed

Main Menu | Log Off

Service Request No : 305552897

### Information Validation


**HEMP CATTLE CO-OP INC.**  
You must answer the following questions before proceeding : A-1 CATTLE CO-OP INC.

The information is accurate for the cooperative as of December 31 in the year for which this annual return is filed.	Yes <input checked="" type="radio"/> No <input type="radio"/>
I certify that I am authorized by the cooperative to file this document with the Director under The Cooperatives Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>
I understand that cooperatives that have outstanding securities for which an Offering Statement or Disclosure Document was filed must file audited financial statements with the Financial Institutions Regulation Branch. All other cooperatives are not required to file financial statements.	Yes <input checked="" type="radio"/> No <input type="radio"/>



## Credit Card

- Enter credit card information
- Click on Process



Cardholder Name

Card Number

MMYY

CW ?

---

Total **\$60.00**

Cancel

- **Receipt** – Print a copy for your records. Click on Continue

Companies Online Main Menu | Log Off

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**Transaction Approved - Payment Details**  
Print this page and keep it as your transaction receipt.

Credit Card Receipt  
Companies Office  
1010 - 405 Broadway  
Winnipeg, MB  
R3C 3L6  
Telephone : (204) 945-2500  
Fax : (204) 945-1459

Cardholder Name :	JANE DOE
Service Request No :	305552897
Description of Goods :	ANNUAL RETURN, Registry Number 3810896
Amount :	\$30.00 CAD
Date :	2022-06-07 12:20:12Eastern
Reference Number :	660109490015218760
Response Code :	1/01
Authorization Code :	266078

Approved - Thank you.

## Service Request Completed

- The Annual Return filing is complete
- Click on View File Summary to generate a report displaying the information entered. **Print a copy for your minute book.**

The screenshot shows a web interface for 'Companies Online'. At the top right, it says 'Service Request No : 30552897'. The main heading is 'Service Request Completed. Thank You!' followed by 'HEMPZ CATTLE CO-OP INC.'. Below this, there is a button labeled 'View File Summary' which is highlighted with a red box. To the right of the button, there is a table of details:

Your credit card has been charged (CAD):	30.00
Service Request Number:	30552897
Registry Number:	3810896
Entity Name:	HEMPZ CATTLE CO-OP INC.
Registrant Type:	CO-OPERATIVE
Registrant Sub Type:	MB NON-SHARE CO-OP
Event Type:	ANNUAL RETURN
Effective Date:	07-JUN-2022
Client Reference Number (Optional):	

## IMPORTANT INFORMATION

Please retain the Userid and Password used to file this Annual Return online. Your account has been updated so that you can file the following forms online for this cooperative:

- Change of Directors or Officers
- Change of Mailing Address
- Change of Registered Office Address