**Transparency Register**

**Company Name:** Click or tap here to enter text.

**This company’s significant individuals are as listed:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Full Name** | **Address** | **Date of Birth** | **Is this individual a Canadian citizen or permanent resident? (if no, list every country or state of which this individual is a citizen).** | **Is the individual a resident of Canada for the purposes of the *Income Tax Act (Canada)*?** | **Date the individual became a significant individual.** | **Date the individual ceased to be a significant individual.** | **What makes this person a significant individual as set out in section 119.11 of the *Business Corporations Act* or regulations? (Check questionnaire to see what reason to add)** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Steps taken to obtain or confirm the information if unable to be obtained:**

|  |  |  |
| --- | --- | --- |
| Individual | Steps Taken to Obtain/Confirm Information | Date |
|  |  |  |
|  |  |  |
|  |  |  |

**Instructions:**

* Provide the full name, date of birth, last known address, citizenship information, whether person is a resident of Canada for the purposes of the *Income Tax Act* of Canada, the date the person became or ceased to be a significant individual and how they are a significant individual (see [sample transparency register #1](https://www2.gov.bc.ca/gov/content?id=B78E0659F19342B3B9709AEA97C536DE#1)).
* You can gather the information required by sending out the following [questionnaire (DOCX)](https://www2.gov.bc.ca/assets/download/AAA008E05BFE418BBA50A84DF0BC5201) to all the individuals you believe are significant individuals and requesting the information be completed and returned.
* If you are unable to provide all the information, provide what you can and then describe your attempts to retrieve any missing information (see [sample transparency register #2](https://www2.gov.bc.ca/gov/content?id=B78E0659F19342B3B9709AEA97C536DE#2)).
* If the company determines there are no significant individuals, a transparency register must still be created stating this (see [sample transparency register #3](https://www2.gov.bc.ca/gov/content?id=B78E0659F19342B3B9709AEA97C536DE#3)).
* The transparency register should be kept at your company’s records office with your company’s other records.