

## Corporation & Business Searches

<b>Reviewed Date</b>		<b>Number</b>	LG0109
<b>Revised Date</b>		<b>Approved Date</b>	November 22, 2000

### Introduction

Agency personnel, who are involved with programs and services that require the administration and enforcement of regulatory standards, may require access to corporate and business documents.

### Purpose

### Legislative Authority

### Policy Definitions and Interpretation

### Policy

The Legal Consultant will initiate or conduct corporate and business searches on behalf of the agency for all program areas.

### Procedures

1. Staff, in consultation with the Service Director or designate as required, will forward requests for corporate or business searches to the Legal Consultant using the "Requisition for Corporation or Business Searches" form LG0109(F1).
2. Requisition for a corporation or business search must be completed and include the following information;
  - a. Date, office location and name of the requestor (phone extension)
  - b. Indicate corporation name, business name, style, corporation number and last known corporate head office address
  - c. Specify the details of any Officers, Directors, President, Secretary or Treasurer indicating addresses and phones when it is available.
  - d. Identify the nature of the request or seek assistance from the Legal Consultant to clarify the need.
    - i. Corporate Profile Report
    - ii. Corporation Document List
    - iii. Corporation Business Names
    - iv. Certificate of Status
    - v. Business names and registration report
    - vi. Certified documents for court purposes
    - vii. Other information to be specified

3. The Legal Consultant reviews and assesses the submission in consultation with the requestor to ensure the appropriate searches are conducted that complement an investigation or pending litigation. Cost effective alternatives to a search may be recommended where appropriate.
4. The Legal Consultant initiates the corporation or business searches.
5. Upon receiving the results of the search, the Legal Consultant forwards the information to the requestor and retains a copy on file for statistical purposes.

***Related Forms***

LG0109(F1) - Request for Corporation and Business Searches

***Related Policies***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number C6.050