

FORM 1602: INDEPENDENT SCHOOL AUTHORITY AND BC OFFSHORE SCHOOL AGENT DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT AND BC OFFSHORE SCHOOLS

Quick Reference

Who must complete Form 1602?

This form must be completed by all independent school authorities and all BC offshore school agents.

When must Form 1602 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before
October 9, 2009

Why is Form 1602 important?

This form is used to collect and update information on the name and address of independent school authorities and BC offshore school agents. It is also used to determine the standing of the authority with the Registrar of Companies.

If you need assistance

Questions about independent school authorities should be directed to:
Beth Popel, Office of the Inspector of Independent Schools
Ministry of Education, Telephone: 250 356-2514

Questions about BC offshore school agents should be directed to:
Arlene Gibson, Ministry of Education, Telephone: 250 387-1847

All other questions should be directed to:

Kathy Cordner	or	Mike Joa
Data Management		Data Management
250 356-2441		250 356-7459

Step by step instructions for completing Form 1602

- ! **NOTE:** Some of the information on this form has been preprinted. Please check the information for accuracy. To make corrections, cross out the preprinted information and enter your corrections directly below.
- ! **NOTE:** BC offshore school agents are only required to complete section A Demographic Information and section D Verification.

Section A: Demographic Information

Verify/Enter Name of the Authority/BC Offshore School Agent

This includes legal identity, official society, corporation or BC agent responsible for operating the school.

Authority Number

This number is preprinted.

Enter Address

Indicate the full mailing address, including postal code.

Enter Email Address

Indicate the full email address.

Verify Telephone Number

If none on site, please indicate an alternative phone number.

Indicate Facsimile

If the school authority/BC agent has a facsimile machine, please indicate the number.

Indicate Signing Authority

Indicate the name of authority chairperson/BC agent.

Section B: Umbrella Association (Independent school authorities only)

Umbrella Association

Mark the appropriate box to indicate your provincial umbrella organization, or, if applicable, indicate "None."

- Aboriginal Schools
- Association of Christian Schools International
- BC Accelerated Christian Education Association
- Catholic Independent Schools of Kamloops Diocese
- Catholic Independent Schools of Nelson Diocese
- Catholic Independent Schools of Prince George Diocese
- Catholic Independent Schools of Vancouver Archdiocese
- Catholic Independent Schools of Victoria Diocese
- Independent Schools Association of B.C.
- Seventh - day Adventist Schools
- Society of Christian Schools in B.C.

If your umbrella organization is not listed, mark the box indicating none of the above.

! **NOTE:** Do not report F.I.S.A. (Federation of Independent School Associations).

Section C: Authority (Independent school authorities only)

Indicate Incorporation

Mark the appropriate box, indicating whether you were incorporated under the *Society Act*, the *Company Act*, a *Private Act* or designated by Order in Council. Provide your registration number and date of incorporation where applicable.

Annual Report

School Authority's must submit an Annual Report (Form 11) and a financial statement to the Registrar of Companies within 30 days of the annual general meeting in order to maintain "good standing". If a society fails to file its annual report for two years, the Registrar may strike the society from the register and dissolve it.

To check on the status of your Authority's Annual Report, please contact the Registrar of Companies at:

Ministry of Finance	Telephone: (250) 953-8250
BC Registry Services	Toll Free in BC: 1-800-663-6102
PO Box 9431 Stn Prov Govt	www.fin.gov.bc.ca/registries
Victoria BC V8W 9V3	

Please indicate the date when the last annual report was filed by this authority with the Registrar of Companies.

Section D: Verification

Name, Signature and Date

Indicate the person authorized to sign on behalf of the authority. In some cases this may be the principal or head teacher.

Returning Completed Forms

The authority/BC agent should submit a copy of the completed form via fax or mail it to:

Ministry of Education
Data Management Unit
P.O. Box 9170
Stn. Prov. Govt.
Victoria, BC
V8W 9H7
Attention: Kathy Cordner
Facsimile: (250) 356-0277