

**Registration under the *Boards of Trade Act***

Innovation, Science and Economic Development Canada provides thorough information on registering a chamber. An application to register must include a completed and signed Certificate of Formation and Memorandum of Agreement with following information:

- the name of the board of trade;
- whether the board of trade will be registered under Part I or Part II of the *Boards of Trade Act*;
- address of the headquarters;
- descriptions of the district of the board of trade;
- a map of the district;
- name of the secretary;
- a declaration of the members of the board of trade which is a typed list of the first and last names of the 30 members of the board of trade with their profession or occupation, with their signature;
- a declaration that is signed by the secretary of the board of trade and is sworn in front of a commissioner for oaths; and
- copy of bylaws if registering under Part II of the *Boards of Trade Act*.

A board of trade can register under Part I or Part II of the *Boards of Trade Act*. The key differences are:

	<b>Part I</b>	<b>Part II</b>
Persons who may register a board of trade	A minimum of 30 people who are merchants, mechanics, manufacturers, managers of banks or insurance agents, and carrying on business in, or being a resident in, a district.	A minimum of 30 people who are directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of any district, whether residents of the district or not.
Purpose of organization	No restrictions.	Promoting and improving trade and commerce and the economic, civic and social welfare of the district.
Filing of bylaws	Not required to file a copy of bylaws with Corporations Canada.	Must file a copy of bylaws with Corporations Canada who is required to approve them and any changes before they come into force.