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**NOTICE TO MEMBERS OF THE NOVA SCOTIA BARRISTERS' SOCIETY  
FROM THE REGISTRAR OF JOINT STOCK COMPANIES  
MARCH 25, 2020`**

We are writing to update you with respect to the Registry of Joint Stock Companies (RJSC) contingency planning as we continue to adapt to the new reality of a global pandemic. As this unprecedented situation continues to unfold, we are committed to continuing to provide service, to the greatest extent possible.

The team has already taken measures to provide our staff, where possible, the ability to work from home in order to promote social distancing and reduce the density within our offices, while still maintaining continuity of service. The majority of Business Programs team members began working remotely last week. Our Business Registration Unit, located on 6 North in the Maritime Centre in downtown Halifax, has some staff onsite and others working remotely.

### **COUNTER SERVICE**

Registry of Joint Stock Companies filings will continue to be processed, but in order to follow public health directives to practice social distancing counter service is not available at this time. The Business Registration Unit, located on 6 North in the Maritime Centre, will have a drop box in the building lobby to receive any deliveries of documents for processing. Couriers should contact the Business Registration Unit at 902-424-7770 prior to arriving to confirm documents are available for pick up.

RJSC counter service at Access Centres is suspended. Drop boxes are in place at Access Centre locations in Yarmouth, Kentville, Bridgewater, Dartmouth, Amherst, Stellarton and Sydney to receive RJSC deliveries. Deliveries received in the drop boxes will be transferred to the Maritime Centre for processing. There will inevitably be some delays in the processing of these filings. Clients are encouraged to submit online or by email where possible.

### **ONLINE TRANSACTIONS**

Information on [name reservations](#), [sole proprietorship](#) and [partnership](#) registrations and [annual renewals](#) that may be completed online is available by clicking on those links. You can also access the [Nova Scotia Online](#) service directly.

### **EMAIL SUBMISSIONS**

Ordinarily original documents affixed with original signatures are required for RJSC filings. During this period, we will accept scanned copies of originally signed documents, or digitally signed

documents where the digital signature information is clearly readable when the document is printed in paper form. These scanned or digitally signed documents may be submitted via email to [RJSC@novascotia.ca](mailto:RJSC@novascotia.ca).

For documents that must be sworn such as declarations and affidavits, the Nova Scotia Barristers' Society has issued updated information concerning the client identification rules, as well as taking affidavits and oaths with non-face-to-face means that you will have to consider. That information can be found at <https://nsbs.org/covid-19-questions>.

Credit card numbers **cannot** be sent via email for payment card industry (PCI) security reasons. Any email containing a credit card number is automatically blocked. Please provide a phone number of a contact person from whom to obtain the relevant credit card information to complete payment.

## **MAIL SUBMISSIONS**

We are also continuing to receive submissions by mail. RJSC filings may be mailed to:

Registry of Joint Stock Companies  
PO Box 1529  
Halifax, NS B3J 2Y4

## **RENEWALS EXTENDED**

All RJSC renewals that are ordinarily due in March, April and May have been extended to June 30, 2020. This extension applies across all entity types. No entity with a filing deadline of March, April or May will have its registration placed into default or revoked during this period.

## **REGIS ACCESS**

For our trained REGIS subscribers, you will continue to be able to process transactions as you ordinarily would. Where you must ordinarily have the original document in your possession to submit the filing, we understand that you may only have a scanned or digitally signed version of the document being submitted.

If you experience any problems with REGIS, please notify us at [REGIS@novascotia.ca](mailto:REGIS@novascotia.ca). The REGIS mailbox will continue to be monitored.

## **MEETING REQUIREMENTS**

We have received several questions about whether meetings that are ordinarily required to be held "in person" can be conducted via video or teleconference. This is of particular concern to societies and co-operatives. We would suggest that any meeting that does not absolutely need

to go ahead should be deferred at this time given the current provincial restrictions on gatherings of greater than 5 persons. If a meeting must proceed, we recommend electronic alternatives (ie. Skype, Zoom, WebEx, GoToMeeting, or conference call, etc.) that enable all members to hear and be heard in real time.

The extension of filing deadlines for annual renewals also applies to financial statement filing requirements for societies and co-operatives, so an Annual General Meeting need not be convened for the sole purpose of enabling the filing of these documents with RJSC. There may, of course, be other reasons that necessitate a meeting.

## **CONCLUSION**

We recognize that service interruptions and delays may occur, although it is impossible to predict to what degree. We will continue to update you on any changes in our procedures as that information becomes available. In the meantime, phone inquiries can be made to 1-800-225-8227 or 902-424-7742.

For the most up-to-date Nova Scotia public health information and advice, please visit the public health [coronavirus \(COVID-19\)](#) website. You can also watch government's regular media updates, which are [livestreamed](#).

Please continue to follow the advice of public health, including self-isolating and maintaining necessary social distancing. Together, we will see this through.