

# Law Society of British Columbia

June 24, 2025

**Sent via e-mail only to:**  
**kat@paralegalsondemand.ca**

Katherina Doerksen  


**Gigi Chen-Kuo**  
*Executive Director/  
Chief Executive Officer*

Dear Katherina Doerksen:

## **Re: Innovation Sandbox Proposal**

Thank you for your proposal to participate in the Law Society of British Columbia's ("LSBC") Innovation Sandbox.

Through the Innovation Sandbox, LSBC is seeking to expand access to legal services by enabling innovative solutions that address areas of unmet legal need but which would otherwise contravene the *Legal Profession Act*, the Law Society Rules or the Code of Professional Conduct.

The LSBC Executive Committee has reviewed your proposal to provide services and has agreed to issue to you this "no action" letter.

## **1. Services**

You propose to offer the following corporate legal services (the "Services"):

- 1.1 incorporation and organization;
- 1.2 extra-provincial registrations, continuation and dissolution;
- 1.3 business name registrations and name changes;
- 1.4 change of directors/officers and director address updates;
- 1.5 annual report filing;

- 1.6 preparation and filing of annual maintenance minutes and resolutions;
- 1.7 maintenance of digital corporate records for British Columbia companies and acting as the registered and records office address for British Columbia companies, if requested by a company;
- 1.8 providing assistance with conversion of corporate records into digital format;
- 1.9 preparation and filing of shareholder and director resolutions and/or minutes in association with the above, including all ancillary corporate documents, agreements, consents and/or instruments;
- 1.10 giving legal advice with respect to any of the matters listed 1.1 to 1.9 above;
- 1.11 limited to incorporations and organizations of new British Columbia entities, preparation of a reporting letter to the client summarizing the legal requirements of the new company and the application of the *Business Corporations Act* (BC) specific to the new entity;
- 1.12 limited to annual maintenance of existing British Columbia entities, a letter to the company advising the company of the annual requirements under the *Business Corporations Act* and enclosing resolutions of shareholders in lieu of an annual general meeting and annual director resolutions and annual report, prepared based on the minute book records of the company and information provided by the company relating to shareholders, directors and financial year end date;
- 1.13 referral assistance by referring clients to lawyers or other professionals, where appropriate and/or when the corporate legal services requested by a client require legal advice from a lawyer.

## **2. No Action**

Based on your proposal (copy attached) and any additional information you provided or LSBC obtained in relation to your proposal, LSBC will not initiate action to prevent you from providing the Services (“no-action”) provided the following conditions are met:

- 2.1 The information you have provided in support of your proposal is accurate and complete in all respects.
- 2.2 Only you provide the Services.
- 2.3 Your provision of the Services does not present a risk of harm to the public or undermine the integrity of the administration of justice.
- 2.4 You provide information to LSBC regarding your provision of the Services on the first business day of each month in the approved form and more frequently if requested.
- 2.5 You include the following disclosure on any website, social media and other mediums you use to promote the Services and you provide this disclosure in written form to each client prior to commencing any engagement:  
  
*My/our services to you are not provided by a lawyer regulated by the Law Society of British Columbia. As a result: (a) I/we could be required to disclose to third parties your communications with me/us and any documents you provide in relation to my/our advice and assistance as such communications will not be subject to solicitor-client privilege; and (b) I/we am/are not required to have professional liability insurance. (c) There is no statutory complaint process in relation to the services that I/we provide and (d) the Law Society of British Columbia has not evaluated or verified my/our competence, character, and/or fitness to provide the services. For more information about the Law Society's innovation sandbox visit <https://lawsociety.bc.ca/sandbox>.*
- 2.6 You are expected to deliver the Services in a manner consistent with our expectations of lawyers under the *Legal Profession Act*, the LSBC Rules and the LSBC Code of Professional Conduct to the extent they are applicable.
- 2.7 You consent to the disclosure by the Law Society of your personal information, including your name and the scope of Services which you may provide, this no-action letter, and the modification or rescission of the no-action letter, generally on its website and in response to inquiries from the public or regulatory bodies and for the purpose of informing



the public about you and the Services you may provide in conjunction with your participation in the Innovation Sandbox.

- 2.8 You cooperate fully with any investigation into any complaint LSBC receives about the Services and/or your conduct in relation to the provision of the Service and you respond promptly to requests from the LSBC for any information and/or documents in relation to the provision of Services.
- 2.9 You indemnify and save harmless LSBC, its Benchers, officers, agents and employees from all claims, demands, losses, damages, costs, fines, penalties and expenses that LSBC, its Benchers, officers, agents or employees may sustain, incur, suffer, or be put to at any time, either before or after this Agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission in your provision of the Services.
- 2.10 You do not assert, imply or otherwise suggest in any way that the no-action letter is an approval, endorsement or certification of the quality of your Services or of your qualifications, competence or fitness to provide the Services.

### **3. Rescission**

The Law Society may rescind this no-action letter at any time on written notice if:

- 3.1 You fail to meet any of the conditions set out in Part 2 of this letter.
- 3.2 You provide services beyond the scope of your proposal that constitute the practice of law as defined in the *Legal Profession Act*.
- 3.3 You engage in, or propose to engage in, conduct in relation to the provision of the Services that presents a risk of harm to the public or undermines the integrity of the administration of justice.
- 3.4 Material information that you failed to disclose comes to our attention or misinformation is discovered.

#### **4. Acknowledgement**

By acceptance of this letter, you acknowledge that:

- 4.1 This no-action letter is not an endorsement of the quality of the Services you provide or of your qualifications, competence or fitness to provide the Services.
- 4.2 Nothing in this no-action letter makes you a member of LSBC.
- 4.3 The issuance of this no-action letter is not an agreement on the part of LSBC, its Benchers, officers, agents and employees, to insure or indemnify you or your clients for any claims, demands, losses, damages, costs, fines, penalties and/or expenses that may arise in relation to your Services and you will remain solely responsible.
- 4.4 This no-action letter will take effect from the date of this letter and remain in effect until LSBC provides written notice of modification or rescission or otherwise determines that other regulatory measures are appropriate in relation to the Services.
- 4.5 If the LSBC determines that some or all of your Services require a licence, you agree to submit an application in that licensing process if you wish to continue providing the Services.

Thank you again for your proposal and we trust that you will be successful in providing the Services to the public.

Sincerely,



Gigi Chen-Kuo (she/her)  
Chief Executive Officer/Executive Director

Enclosure