

This information is collected in accordance with the *Business Corporations Act*. It is required to update an extra-provincial corporation's address for the purpose of notice. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre staff at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation

2. Corporate Access Number

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3. New Head Address Inside or Outside Alberta

Street or Mailing Address		City
Province/U.S. State	Postal Code	Country (outside Canada or the US)

4. Email Address (optional)

5. Authorized Representative/Authorized Signing Authority for the Corporation

Last Name, First Name, Middle Name (optional)	Relationship to Corporation
Telephone Number (optional)	Email Address (optional)
Date of submission (yyyy-mm-dd)	Signature

Notice of Change of Extra-Provincial Corporation Head Office

BUSINESS CORPORATIONS ACT

INSTRUCTIONS

Use this form to collect information to submit to an authorized [Corporate Registry service provider](#). The information will be filed with the Registrar of Corporations in accordance with the *Business Corporations Act*.

- Item 1. Enter the full legal name of the corporation.
- Item 2. The corporate access number must be entered. It is printed on the top right hand corner of the Certificate of Registration.
- Item 3. Enter the complete new street or postal address, whether inside or outside Alberta. This should be the corporation's registered office or equivalent in its home jurisdiction.
- Item 4. Enter the corporation's e-mail address (optional).
- Item 5.
- Enter the first and last name of the authorized individual. The middle name is optional.
 - Select the appropriate relationship to the corporation.
 - Enter the telephone number of the signing authority.
 - Enter the email address of the signing authority.
 - Enter the date of submission.
 - Ensure the form is signed.

Note: The authorized representative of the corporation must present their identification to the Corporate Registry service provider in order to register this information.