

Extra Provincial Registrations

All documents below must be originally signed and submitted either by courier/mail or in person. We do not accept fax or email.

Forms: (attached)

1. Statement of Registration
2. Notice of Attorney for Service (does not necessarily mean a lawyer, but any person which will serve as the contact person of the company in Alberta. Whose address will be the one used by the company to receive its correspondence)

Chartered Documents from the Home Jurisdiction: Copies of the original charter documents **must be certified as true copies** by a government official, company official, or notary public under seal which consist of the following:

1. Certificate of Incorporation (or Amalgamation/Merger/Continuance)
2. Articles of Incorporation
3. Amendments filed (if any) since the formation of the Corporation together with any issued Certificate
4. Certificate / Notice of Good Standing

Name of the Corporation - A NUANs (name search) will conducted and is part of the incorporation fee (\$400.00). You may register the name which is identical to the name of the company in home jurisdiction provided it is available in Alberta. Otherwise, the extra provincial company will have to adopt an assumed name

If Corporation is from the Federal Jurisdiction, cost to extra-provincially register in Alberta is \$400.00.

We accept cheque, money order, credit card for payment.



Statement of Extra-Provincial Registration

Public (when completed)

Business Corporations Act
Section 280

This information is collected, used and may be publicly disclosed in accordance with s. 33(a,c), 39(1)(a,c) and 40(1)(c,e,f) of the *Freedom of Information and Protection of Privacy Act*, the *Business Corporations Act* and the *Common Business Number Act*. It is required to register an extra-provincial corporation so that it may lawfully carry on business in Alberta. Questions can be directed to the Service Alberta Contact Centre at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation

2. Head Office Address Inside or Outside Alberta

Street or Mailing Address		City or Town
<input type="text"/>		<input type="text"/>
Province/U.S. State	Postal/Zip Code	Country (outside Canada or the U.S.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Corporation Email Address (mandatory)

4. Home Jurisdiction Information

Current Home Jurisdiction	Home Jurisdiction Registration Number	Business Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Formation in Home Jurisdiction	Principal Business	
<input type="text"/>	<input type="text"/>	

5. **The corporation confirms it is valid and subsisting in its home jurisdiction.**

6. If the corporation was ever incorporated or previously registered in Alberta, enter the following information:

Previous Name	Previous Corporate Access Number
<input type="text"/>	<input type="text"/>

7. Directors of Corporation

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street or Postal Address		
<input type="text"/>		
City or Town	Province/State/Country	Postal/Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Authorized Representative/Authorized Signing Authority for the Corporation

_____	_____	_____
Last Name	First Name	Middle Name (optional)
_____	_____	_____
Relationship to Corporation	Email Address (optional)	Phone Number (optional)
_____	_____	
Date of Submission yyyy-mm-dd	Signature	

Statement of Extra-Provincial Registration

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 proposed name for the corporation. It must comply with Section 282 and 283 of the Act.
- Item 2. Enter the complete head office address of the corporation, including postal code. The head office is usually the registered address of the corporation in its home jurisdiction.
- Item 3. Enter the email address of the corporation (mandatory).
- Item 4. Enter the home jurisdiction information, the business number and the principal business of the corporation. Be as specific as possible in explaining what the corporation does.
- Item 5. The corporation must be valid and subsisting in its home jurisdiction in order for it to be registered in Alberta. Registration will be denied when the corporation is unable to confirm it is valid and subsisting in its home jurisdiction.
- Item 6. Enter the name and Alberta corporate access number when this extra-provincial corporation was previously registered or incorporated in Alberta.

NOTE: This corporation may apply for reinstatement in Alberta rather than apply for new extra-provincial registration when its previous Alberta registration was cancelled by the Alberta Registrar of Corporations under Section 285(1)(a) of the *Business Corporations Act* for failure to file a required document or notice in Alberta.

- Item 7. Enter the complete names and addresses of all directors of the corporation including the postal code.
- Item 8.
- 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.

This statement must be submitted with the following:

- A copy of the corporation's charter and any amendments to that charter, certified by a corporation official, government official, or notary public.
- When the charter documents are from outside Canada and not written in English, an English translation must also be supplied and be certified by a corporation official or notary public.
- Notice of Attorney for Service.
- An [Alberta Name Search Report \(NUANS Report\)](#) for the proposed name, dated not more than 90 days from the date the Statement of Registration is submitted to your authorized service provider.
- The Alberta Name Search Report is not required when the extra-provincial corporation has a number name assigned by its home jurisdiction or when it is a federal corporation.

Business Number

The extra-provincial corporation may use either its Alberta corporate access number or its business number to submit future updates to Corporate Registry.

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

Notice of Attorney for Service/Change of Attorney for Service for Extra-Provincial Corporation

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 corporation's full legal name in Alberta.
- Item 2. Enter the Alberta corporate access number if one was previously assigned. It is printed on the certificate of registration and all other documents from Corporate Registry.
- It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3. The Business Number may be supplied, if known.
- Item 4. Check the appropriate box(es).
- Only one attorney appointment, resignation or change can be recorded per form.
 - The attorney for service does not need to be a lawyer, but does need to be an individual located in Alberta.
 - A resigning attorney must confirm that at least 60 days' notice has been given to the extra-provincial corporation at its head office.
- Item 5. Enter the full name of the individual who has been appointed as the attorney or alternative attorney.
- Item 6. Enter the complete address of the attorney, including the postal code.
- This address must be accessible to the public and must be within Alberta.
 - If it is not a mailing address, give a mailing address as well, including the postal code.
 - Enter an email address so the attorney can receive a reminder when the Corporate Registry annual return is due.
- Item 7. Enter the date the attorney consented to their appointment, if applicable. The corporation must keep confirmation of the attorney's consent with the corporation's records.
- The corporation must keep confirmation of the attorney's consent with the corporation's records.
- Item 8.
- 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.

Date: _____

To Whom It May Concern:

Re: Corporation name: _____

Corporate No: _____

This will confirm that _____, Corporation #: _____
is registered under the Canada Business Corporations Act; and as to date the corporation
is an active Corporation.

Signature

Print Name and Title