

## **Reinstatement of an Extra Provincial Registrations: Cost \$425.00**

### **PART 1**

**Forms :** (attached)

1. Statement of Registration
2. Application to Reinstate Extra-Provincial Corporation
3. 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)

### **PART 2**

**\*\*\*\*Please submit one of the following documents below (Charter Documents or Statutory Declaration). We require the original signed document.**

**Chartered Documents:** The 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

### **OR**

**Statutory Declaration:** The Corporation may provide a statutory declaration signed by an authorized individual representing the corporation, in lieu of charter documents. The statutory declaration must attest that no amendments of any kind have been filed since the inactivation of the corporation's registration in Alberta.

This information is collected in accordance with the *Business Corporations Act*. It is required for reinstatement of a former registration of an extra-provincial corporation so the corporation may lawfully resume business in Alberta. 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 Contract Centre staff at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation

2. Corporate Access Number

|  |  |
|--|--|
|  |  |
|--|--|

3. The named extra-provincial corporation applies to reinstate its registration in Alberta. The extra-provincial corporation -Choose \_\_\_\_\_

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

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

# Application to Reinstate 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*.

An extra-provincial corporation may apply for reinstatement of its Alberta registration **ONLY WHEN** the registration was previously cancelled by the Alberta Registrar of Corporations under Section 285(1)(a) of the *Business Corporations Act* for failure to file a required notice or document in Alberta. In all other situations, the corporation must request a new extra-provincial registration in Alberta.

- Item 1. Enter the full legal name of the corporation to be reinstated.
- Item 2. The corporate access number **must** be entered. It is printed at the top of the Certificate of Registration.
- Item 3. Choose if the extra-provincial corporation still carries on business in Alberta or if the corporation has resumed carrying on business in Alberta.
- Item 4.
- Enter the date the extra-provincial registration was cancelled in Alberta.
  - Insert a checkmark to confirm the corporation has valid registration in its home jurisdiction.
  - The corporation must be valid and subsisting in its home jurisdiction in order for it to be reinstated in Alberta. Registration will be denied when the corporation is unable to confirm it is valid and subsisting in its home jurisdiction.
- 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.

### **This application must be submitted with the following:**

- Statement of Registration
- Notice of Attorney for Service
- An Alberta Corporate Name Report (from the NUANS database), dated not more than 90 days from the date the Application to Reinstate is submitted to your authorized service provider
- A certified copy of any amendments that have been made to the corporation's charter since charter documents were last submitted in Alberta.
  - The charter documents must be certified by a government official, authorized officer of the corporation, or a 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.
  - When no amendments have occurred, an authorized officer of the corporation may verify that fact in a statutory declaration.

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

This information is collected in accordance with the *Business Corporations Act*. It is required to register an extra-provincial corporation for the purpose of issuing a certificate of registration. 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. **Head Office Address Inside or Outside Alberta**

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

3. **Email Address** *(optional)*

|  |
|--|
|  |
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4. **Home Jurisdiction Information**

|                           |                                       |  |
|---------------------------|---------------------------------------|--|
| Current Home Jurisdiction | Home Jurisdiction Registration Number | Date of Formation in Home Jurisdiction |
| Principal Business        |                                       |  |

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 |
|---------------|----------------------------------|

7. **Directors of Corporation**

|                       |                |                 |
|-----------------------|----------------|-----------------|
| Last Name             | First Name     | Middle Name     |
| Street/Postal Address |                |                 |
| City/Town             | Province/State | Postal/Zip Code |

8. **Authorized Representative/Authorized Signing Authority for the Corporation**

|  |                                 |
|--|---------------------------------|
| Last Name, First Name, Middle Name <i>(optional)</i> | Relationship to Corporation     |
| Telephone Number <i>(optional)</i>                   | Email Address <i>(optional)</i> |
| Date of submission <i>(yyyy-mm-dd)</i>               | 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 e-mail address of the corporation (optional)
- Item 4. Enter the home jurisdiction information and 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 Corporate Name Report (from the NUANS database) 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 Corporate Name 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.

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

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update an extra-provincial corporation's attorney for the purpose of notice and service. 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: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. Corporate Access Number**

|  |  |
|--|--|
|  |  |
|--|--|

**3. Attorney Status:** *(Check the appropriate box)*

Appointment of primary attorney

Change of attorney

Appointment of alternate attorney

Change of alternate attorney

Resignation of \_\_\_\_\_ as \_\_\_\_\_  
Name of Attorney

Date of Resignation: *(yyyy-mm-dd)* \_\_\_\_\_

The attorney confirms that a 60-day resignation notice has been given to the extra-provincial corporation at its head office.

Revocation of appointment of \_\_\_\_\_ as \_\_\_\_\_  
Name of Attorney

**4. The corporation has appointed**

\_\_\_\_\_ of \_\_\_\_\_ as the corporation's \_\_\_\_\_.  
Last name First Name Middle Name *(optional)*  
Firm name *(optional)*

**5. Full Address of Attorney**

|  |           |          |             |
|--|-----------|----------|-------------|
| Street Address or Legal Land Description <i>(accessible to public)</i> | City/Town | Province | Postal Code |
| Mailing Address <i>(if different from above)</i>                       | City/Town | Province | Postal Code |

**6. Attorney's Consent**

\_\_\_\_\_ has consented to act as the  
Name of Attorney *(last, first, middle)*  
attorney of the above named corporation, as of \_\_\_\_\_  
Date *(yyyy-mm-dd)*

**7. Authorized Representative/Authorized Signing Authority for the Corporation**

|  |                                 |
|--|---------------------------------|
| _____  | _____                           |
| Last Name, First Name, Middle Name <i>(optional)</i> | Relationship to Corporation     |
| _____  | _____                           |
| Telephone Number <i>(optional)</i>                   | Email Address <i>(optional)</i> |
| _____  | _____                           |
| Date of submission <i>(yyyy-mm-dd)</i>               | Signature                       |

# Notice of Attorney for Service or Change of Attorney / Alternative Attorney

*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*.**

**For new registrations,** Items 1, 3, 4, 5, 6 and 7 must be completed.

**For changes,** complete 1, 2, 3, 4, 5, 6 and 7.

- Item 1. Enter the corporation's full legal name in Alberta.
- Item 2. The Alberta corporate access number must be entered.  
 It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3. Check the appropriate box(es).  
 Only one attorney appointment, resignation or change can be recorded per form.  
 Attorneys must be individuals.  
 A resigning attorney must confirm that at least 60 days' notice has been given to the extra-provincial corporation at its head office.
- Item 4. Enter the full name of the individual who has been appointed as the attorney or alternative attorney.
- Item 5. 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.
- Item 6. Enter the full name of the attorney and the date the attorney consented to their appointment.  
 The corporation must keep confirmation of the attorney's consent with the corporation's records.
- Item 7.  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.**