

Notice of Address/Notice of Change of Address for Alberta 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. It must match the name on the Articles of Incorporation or Certificate of Incorporation.
- Item 2. When reporting a change of address, enter the corporate access number for the corporation. It appears on every certificate or document issued by the Registrar of Corporations.
- Item 3. The Canada Revenue Agency Business Number may be supplied, if known.
- Item 4. This address is required for all corporations and it **must** be:
- accessible for service by personal delivery.
 - accessible to the public during normal business hours.
 - in Alberta.
- Enter **one** of the following:
- the complete street address including postal code, or
 - a legal land description. If you give a legal description, you **must** complete Item 6, giving a mailing address.
- Item 5. You must complete this item if the corporation's records are kept somewhere other than at the registered office. This address **must** be:
- in Alberta.
 - accessible to the public during normal business hours.
- Enter **one** of the following:
- the complete street address including postal code, or
 - the legal land description.
- Item 6. Complete this item **ONLY IF** the corporation uses a post office address for mail delivery. This address **must** be:
- in Alberta.
 - a post office box.
- If this is a change of address and Item 6 no longer applies, **you must enter "N/A" in this space**, otherwise your mail will continue to be sent to your old post office address.
- Item 7. You must complete this item so the corporation can receive an email reminder when the Corporate Registry annual return is due.
- 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.