



This information is collected in accordance with the *Partnership Act*. A declaration must be submitted for a sole proprietorship to declare its use of a name for trading or other business purposes. 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).

**PLEASE USE ONLY UPPERCASE LETTERS**

**1. Trade Name**

**2. Type of Business**

**3. Business Location within Alberta**

**4. Enter the date the business began**

**5. Trade Name Declarant (individual or legal entity)**

Last Name/Corporation Name		First Name		Middle Name	
Street/Mailing Address			City/Town		Province
					Postal Code
Email address			Occupation		

**6. Statement**

\_\_\_\_\_ confirms they carry on business  
Name of Declarant

under the trade name \_\_\_\_\_  
Trade Name

as a sole proprietorship and are not associated in partnership with any other person or persons in relation to the business carried on under this trade name.

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

\_\_\_\_\_  
Last Name, First Name, Middle Name

\_\_\_\_\_  
Relationship to Business

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date of submission (yyyy-mm-dd)

\_\_\_\_\_  
Signature \*NO ELECTRONIC SIGNATURES ACCEPTED\*

# Declaration of Trade Name

## *Partnership 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 *Partnership Act*.**

**NOTE:** Filing of a Declaration of Trade Name is required mainly to provide proof that the name is in use by a particular business. Filing of the declaration does not give any right of ownership of the name.

To assist you in making an informed decision on the proposed name, an [Alberta Business Name Search Report](#) may be obtained and assessed before you file this Declaration.

- Item 1. Enter the trade/business name under which the declarant carries on or intends to carry on business.
- Item 2. Enter the type of business.
- Item 3. Enter the business location within Alberta.
- Item 4. Enter the date on which the use of business name commenced.
- Item 5.
  - Enter the last name/corporation name, first name and middle name of the individual or corporation that will use the trade name.
  - Enter the residential address of the declarant, including the postal code.
  - Enter the mailing address of the declarant, including the postal code if it is different from the residential address.
  - Enter the email address of the declarant (optional).
  - Enter the occupation of the declarant.
- Item 6. The information is automatically copied from other sections of the form. No data entry is required.
- 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 business must present their identification to the Corporate Registry service provider in order to register this information.**