

Corporate Access No. _____ For Year Ending _____

Date of Incorporation, Continuance, Amalgamation or Registration _____
YEAR MONTH DAY

**PLEASE USE ONLY
UPPERCASE LETTERS**

1. Name of Corporation _____

2. (a) Address _____

2 (b) Agent For Service - Mandatory

Full Name: _____

Full Address: _____

Appointment Date: _____

3. Has there been any change of directors? Yes No

4. If Yes, have Corporate Registry Records been updated? Yes No

Yes No

If No, attach the update to this form.

5. SHAREHOLDER INFORMATION

6. CHANGES IN SHAREHOLDERS (if applicable)

Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>
Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
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Name and Address _____ % of voting shares issued _____	Name and Address _____ % of voting shares issued _____
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>

7. IMPORTANT NOTICE TO CORPORATION

Email Address (mandatory): _____

Telephone Number _____

Date _____

Authorized Signature
(for non-profit companies only)

Name and **Title** of Person
Authorizing (please PRINT)

Provide Identification (e.g. Operator's Licence)
(not applicable for non-profit companies)

Annual Return

INSTRUCTIONS - For corporations incorporated, continued, amalgamated or registered pursuant to the Business Corporations Act.

The information contained in an Annual Return shall be up to date as of the last day of the corporation's anniversary month.

Items 2 and 3.

Unless previously filed, any changes, additions or deletions made to the following items must be submitted to an authorized service provider.

- Registered Office Address / Address for Service by Mail
- Attorney - Extra-Provincial Corporations Only
- Address of Attorney - Extra-Provincial Corporations Only
- Directors

Item 5. All corporations must answer this question. If the corporation has not filed an Annual Return previously, this item will be blank.

- List the shareholders, their addresses, and the percentage of issued voting shares each holds
- If there are more than five shareholders, list the five who hold the highest percentage of issued voting shares
- If a shareholder is a corporation, give the corporate access number of that corporation
- If the corporation is a distributing corporation and cannot give this shareholder information, indicate the name and complete mailing address of the Transfer Agent
- The percentages you give **must add up to 100%** unless you have listed only the five major shareholders
- Indicate if this shareholder is also a director

Item 6. Give any changes or corrections to the shareholder information listed in Item 5. List any new shareholders. Refer to Item 5 for required shareholder information. Indicate if this shareholder is also a director.

Extra-provincial Non-Profit Corporations, registered pursuant to the Business Corporations Act, must include the items in 2(a)(i) or (ii) as described in the section below.

The filing of annual returns, with the exception of non-profits, are no longer processed at a government office. Please take your annual return to an authorized service provider for processing. For information on authorized service providers, visit our website at www.servicealberta.gov.ab.ca or consult the telephone directory under "Licence and Registry Services".

Non-Profit Companies only incorporated or amalgamated pursuant to the **Companies Act**. Complete this form and return (no fee required) to:

Service Alberta
PO BOX 1007 STN MAIN
EDMONTON AB T5J 4W6

1. **Alberta Public Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form:

- (a) the last audited balance sheet audited by the company's auditors, and,
- (b) the auditor's report.

NOTE: A director, manager or secretary of the company must certify each of these documents to be a true copy.

- (c) a list of directors as of the last day of the company's anniversary month, including their full names and addresses. This information is required for **every** non-profit company pursuant to Section 162(2)(e) of the Companies Act, notwithstanding the responses to questions 3 and 4 on the front of this form.

2. **Alberta Private Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form.

- (a) (i) **Share-Capital Companies**: in the appropriate section of the Annual Return, a list of up to five members (i.e. shareholders) including the name, complete mailing address with postal code, and the percentage of issued voting shares held by each of them.
 - (ii) **Limited-By-Guarantee Companies**: a separate list, attached to the annual return, of up-to-five members, including the name, complete mailing address with postal code.
- (b) a list of directors as described in 1(c) above.

If the company submits a form 6, Notice of Directors or Notice of Change of Directors in place of the list of directors, the form must contain director information only.

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.