



Notice of Address/Notice of Change of Address for Alberta Corporation

Public (when completed)

*Business Corporations Act
Section 20*

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 Alberta corporation's address for the purpose of notice and service. 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. **Corporate Access Number**
- 3. **Business Number (optional)**

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- 4. **Address of Registered Office**

Street Address	City or Town	Province	Postal Code

OR Legal Land Description

- 5. **Records Address**

Street Address	City or Town	Province	Postal Code

OR Legal Land Description

- 6. **Address for Service by Mail (if different from Item 4)**

Post Office Box Only	City or Town	Province	Postal Code

- 7. **Corporation Email Address (mandatory)**

Email Address

- 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

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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.