



Notice of Agent for Service/Change of Agent for Service for Alberta and Extra-provincial Corporation

Public (when completed)

Business Corporations Act
Sections 20.1, 20.2, 280 and 288

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 or update an Alberta or extra-provincial corporation's agent 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. **Agent for Service** (Select the appropriate option)

- ☐ Appointment of primary agent for service
☐ Change of primary agent for service
☐ Appointment of alternate agent for service
☐ Change of alternate agent for service
☐ Resignation of _____ as _____

Name of Agent for Service

Date of Resignation yyyy-mm-dd _____

☐ The agent for service confirms that a 60-day resignation notice has been given to the corporation at its registered office/head office.

- ☐ Revocation of appointment of _____ as _____
Name of Agent for Service

Date of Revocation yyyy-mm-dd _____

5. **The corporation has appointed** _____

First Name

Middle Name (optional)

Last Name

of _____ as the corporation's _____
Firm Name (optional)

Date of Appointment yyyy-mm-dd _____

6. **Full Address of Agent for Service**

Street Address/Legal Land Description/Mailing Address

City or Town

Province

Postal Code

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Email Address (mandatory)

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7. **Consent to act as Agent for Service**

_____ has consented to act as the
Name of Agent for Service (first, middle, last)
agent for service of the above named corporation.

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

First Name

Middle Name (optional)

Last Name

Relationship to Corporation

Email Address (optional)

Phone Number (optional)

Date of Submission yyyy-mm-dd

Signature

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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 in Alberta.
- Item 2. Enter the Alberta corporate access number if one was previously assigned. It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3. The Business Number may be supplied, if known.
- Item 4. Select the appropriate option.
- Only one agent for service appointment, resignation, revocation or change can be recorded per form.
 - The agent for service does not need to be a lawyer, but does need to be an individual located in Alberta.
 - A resigning agent for service must confirm that at least 60 days' notice has been given to the extra-provincial corporation at its head office.
- Item 5. Enter the full name of the individual who has been appointed as agent for service or alternative agent for service and enter their appointment date.
- Item 6. Enter the complete address of the agent for service, including the postal code.
- This address must be accessible to the public and must be within Alberta.
 - When mail cannot be delivered to a street address or legal land description, enter the mailing address first, followed by the physical address, e.g. Box 545, 5750-29 St.
 - Enter an email address so the agent for service can receive a reminder when the Corporate Registry annual return is due.
- Note:** The address of an alternate agent for service does not need to be the same as the primary agent for service.
- Item 7. The corporation must keep confirmation of the agent for service's consent with the corporation's records.
- 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.