

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update an Alberta corporation's address for the purpose of notice and service. 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 at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation

2. Corporate Access Number

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3. Address of Registered Office

Street	City/Town	Province	Postal Code
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OR

Legal Land Description

4. Records Address

Street	City/Town	Province	Postal Code
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OR

Legal Land Description

5. Address for Service by Mail (if different from Item 3)

Post Office Box Only	City/Town	Province	Postal Code
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6. Email Address (optional)

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7. Authorized Representative/Authorized Signing Authority for the Corporation

Last Name, First Name, Middle Name (optional)

Relationship to Corporation

Telephone Number (optional)

Email Address (optional)

Date of submission (yyyy-mm-dd)

Signature

Notice of Address or Notice of Change of Address

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*.

For new corporations, continuances or amalgamations, Items 1 and 3 **must** be completed, and if applicable, Items 4 and 5. **For a change of address**, Items 1 and 2 **must** be completed; as well as the address to be changed (Items 3, 4 or 5).

Item 1. Enter the corporation's full legal name.

Item 2. If this is for a change of address, you must enter the corporate access number. It is printed at the top of the:

- Certificate of Incorporation.
- Certificate of Continuance.
- Certificate of Amalgamation.

Item 3. 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 5, giving a mailing address.

Item 4. 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 5. 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 5 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 6. Complete this item if the corporation has an e-mail address.

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 corporation must present their identification to the Corporate Registry service provider in order to register this information.