



Notice of Address or Notice of Change of Address

Business Corporations Act
Section 20

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.