



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

## *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. 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.**