

# Notice of Address or Notice of Change of Address

Business Corporations Act  
Section 20

1. **Name of Corporation**

2. **Corporate Access Number**

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3. **Address of Registered Office** (*P.O. Box number **can only** be used by a Society*)

<i>Street</i>	<i>City / Town</i>	<i>Province</i>	<i>Postal Code</i>
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**OR**

<b>Legal Land Description</b>	<i>Section</i>	<i>Township</i>	<i>Range</i>	<i>Meridian</i>
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4. **Records Address** (*P.O. Box number **cannot** be used*)

<i>Street</i>	<i>City / Town</i>	<i>Province</i>	<i>Postal Code</i>
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**OR**

<b>Legal Land Description</b>	<i>Section</i>	<i>Township</i>	<i>Range</i>	<i>Meridian</i>
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5. **Address for Service by Mail** (*if different from Item 3*)

**NOTE:** *If this is a change, please read instructions carefully.*

<i>Post Office Box Only</i>	<i>City / Town</i>	<i>Province</i>	<i>Postal Code</i>
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\_\_\_\_\_  
Authorized Signature  
*(for societies and non-profit companies only)*

\_\_\_\_\_  
Name of Person Authorizing *(please print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number *(daytime)*

\_\_\_\_\_  
Identification  
*(not applicable for societies and non-profit companies)*

\_\_\_\_\_  
Title *(please print)*

*This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.*

# Notice of Address or Notice of Change of Address

## BUSINESS CORPORATIONS ACT

### INSTRUCTIONS

This information must be submitted to your authorized service provider for filing with the Registrar upon incorporation, continuance or amalgamation or within 15 days of a change. It is not to be used by extra-provincial corporations.

Information filed with the Registrar pursuant to the Business Corporations Act must conform to Section 1 of the Regulations made under the 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 on the top right-hand corner 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 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.

The following information **must** be included:

- signature of person authorizing (*for societies and non-profit companies only*)
- name of person authorizing
- title
- identification (*not applicable for societies and non-profit companies*)
- date
- daytime telephone number

### FOR SOCIETIES AND NON-PROFIT COMPANIES ONLY

Complete this form and return both copies  
(no fee required) to:

Alberta Registries  
PO BOX 1007 STN MAIN  
EDMONTON AB T5J 4W6

#### Walk-in Service

Corporate Registry  
John E. Brownlee Bldg.  
10365 - 97 Street  
Edmonton, Alberta

#### For information call:

Edmonton: (780) 427-2311  
Toll-free: 310-0000 and  
then dial 427-2311