



# Articles of Incorporation

Public (when completed)

*Business Corporations Act*  
Section 6

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 for the purpose of issuing a certificate of incorporation and assigning a Canada Revenue Agency business number to the corporation. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. The classes of shares, and any maximum number of shares that the corporation is authorized to issue:**

**3. Restrictions on share transfers (if any):**

**4. Number, or minimum and maximum number, of directors that the corporation may have:**

**5. If the corporation is restricted FROM carrying on a certain business, or restricted TO carrying on a certain business, specify the restriction(s):**

**6. Other rules or provisions (if any):**

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

_____	_____	_____
Last Name	First Name	Middle Name (optional)
_____	_____	_____
Relationship to Corporation	Email Address	Phone Number (optional)
_____	_____	
Date of Submission yyyy-mm-dd	Signature	



This information is collected in accordance with the *Business Corporations Act*. It is required to register or update a corporation's directors for the purpose of notice. 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](mailto: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. The following person(s) were appointed director(s) of the corporation:**

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

**Appointment Date:** \_\_\_\_\_

yyyy-mm-dd

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No

**4. The following person(s) ceased to hold office as director(s) of the corporation:**

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

**Cessation Date:** \_\_\_\_\_

yyyy-mm-dd

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	

**5. As of this date, the director(s) of the corporation are:**

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No

6. **To be completed only by Alberta corporations:**

Are at least 1/4 of the members of the Board of Directors resident Canadians?  Yes  No

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

# Articles of Incorporation

## *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 proposed corporation name.
- Names of limited corporations must comply with Sections 10 and 12 of the *Business Corporations Act*.
  - Names of unlimited liability corporations must comply with Sections 12 and 15.4 of the Act.
- Item 2. Enter the details required by Section 6 (1) (b) of the Act, including details of the rights, privileges, restrictions and conditions attached to each class of shares. All shares must be without nominal or par value and must comply with the provisions of Part 5 of the Act.
- Item 3. If restrictions are to be placed on the right to transfer shares of the corporation, enter a statement to this effect and give the nature of such restrictions. If transfer will NOT be restricted, enter "NONE".
- Item 4. Enter the number of directors, or a minimum and a maximum number of directors.
- Item 5. If restrictions are to be placed on the business a corporation may carry on, enter the restrictions and indicate whether they are restricted FROM carrying on business or restricted TO carrying on the particular business. If there are no such restrictions, enter "NONE".
- Item 6. Enter any rules or provisions permitted by the Act or Regulations to be set out in the by-laws of the corporation that are to form part of the Articles, including any pre-emptive rights or cumulative voting provisions.
- If there are no rules or provisions, enter "NONE".
  - If the corporation will be an unlimited liability corporation, ensure the exact unlimited liability provisions of Section 15.3 of the Act are included in this section.
- 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.

### These articles must be submitted with the following:

- Notice of Address.
- Notice of Directors.
- An Alberta Name Search Report (NUANS Report), dated not more than 90 days from the date the Articles of Incorporation are submitted to your authorized service provider.
  - The Alberta Name Search Report is not required when the corporation will have a number name assigned by the Registrar of Corporations.
- When the information in any of Items 2-6 exceeds 200 characters/spaces, your service provider may require the information for each item to be submitted as a separate electronic text (.txt) document. Each text document must be clearly identified as a schedule or attachment for one specific item in the Articles.

### Business Number

Corporate Registry will apply to the Canada Revenue Agency for a business number on behalf of the corporation. The business number will be emailed to the corporation within seven to ten days of incorporation.

The corporation may use either its corporate access number or its business number to submit future updates to Corporate Registry.

**Note: The authorized representative of the corporation must present their identification to the Corporate Registry service provider in order to register this information.**

# 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.**



# Notice of Directors or Notice of Change of Directors

## 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*.

#### Alberta Corporations:

Submit this information to an authorized service provider for filing with the Registrar:

- Upon incorporation, continuance, or
  - Within 15 days of any
- For new corporations, continuance into Alberta, or amalgamation, complete Items 1, 5, and 6.
- For changes of directors, complete Items 1, 2, 5, and 6, and complete Items 3 and/or 4 when applicable.

#### Extra-Provincial Corporations:

- Submit this information to an authorized service provider for filing with the Registrar:
  - Upon registration.
  - Within 1 month of any change.
- For new registrations, complete Items 1, 2, and 5.
- For change of directors, complete Items 1, 2, 5, and 6 and complete Items 3 and/or 4 when applicable.

- Item 1. Enter the corporation's full legal name in Alberta.
- Item 2. If this is for a change of directors you must enter the Alberta corporate access number of this corporation. It is printed at the top of the:
- Certificate of Continuation
  - Certificate of Registration
- Item 3. Enter the following information:
- Appointment date for each
  - Complete name (last, first, middle) of each appointed
  - Complete mailing address, including the postal
  - When the form is for an Alberta corporation, indicate whether each director is or is not a resident
  - When the form is for an Alberta corporation, each director must be an individual.
- Item 4. Enter the following information:
- Cessation date for each director.
  - Complete name (last, first, middle) of each director who ceased to hold
  - Complete mailing address, including the postal
- Item 5. Enter the following information:
- Complete name (last, first, middle) of each current
  - Complete mailing address, including the postal code.
  - When the form is for an Alberta corporation, indicate whether each director is or is not a resident
  - Officer information is not required on this form.
- Item 6. Alberta corporations must indicate whether or not at least one quarter of the members of the board are resident Canadians.
- 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.**