



Notice of Directors/Change of Directors for Alberta or Extra-provincial Corporation

Public (when completed)

Business Corporations Act
Sections 106, 113 and 289

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 to register or update a corporation's directors for the purpose of notice and to maintain up-to-date information. Questions can be directed to the Service Alberta Contact Centre at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

- 1. **Name of Corporation**
- 2. **Corporate Access Number**
- 3. **Business Number** (optional)

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- 4. **The following person(s) were appointed director(s) of the corporation:**

Last Name	First Name	Middle Name (optional)	Appointment Date
Street/Mailing Address	City or Town	Province/State/Country	Postal/Zip Code

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

Last Name	First Name	Middle Name (optional)	Cessation Date
Street/Mailing Address	City or Town	Province/State/Country	Postal/Zip Code

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

Last Name	First Name	Middle Name (optional)
Street/Mailing Address	City or Town	Province/State/Country

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

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

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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 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 Incorporation.
 - Certificate of Continuance.
 - Certificate of Amalgamation.
 - Certificate of Registration.
- Item 3. Enter the Business Number - The Canada Revenue Agency Business number may be supplied, if known.
- Item 4. Enter the following information:
- Appointment date for each director.
 - Complete name (last, first, middle) of each appointed director.
 - Complete mailing address, including the postal code.
 - When the form is for an Alberta corporation, each director must be an individual.
- Item 5. Enter the following information:
- Cessation date for each director.
 - Complete name (last, first, middle) of each director who ceased to hold office.
 - Complete mailing address, including the postal code.
- Item 6. Enter the following information:
- Complete name (last, first, middle) of each current director.
 - Complete mailing address, including the postal code.
- 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.