

Notice Of Address Or Notice Of Change Of Address

BUSINESS CORPORATIONS ACT FORM 3

INSTRUCTIONS

This form must be sent to the Registrar upon incorporation, continuance or amalgamation or within 15 days of a change. It is **not** to be used by extra-provincial corporations.

Documents required to be sent to 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 give 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

Give **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.

Give **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

NOTE: 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.

A director or authorized officer of the corporation must:

- sign the form
- date the form
- give their title (relationship to the corporation)
- include a telephone number where they can be reached during the day

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

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

**FOR SOCIETIES AND NON-PROFIT
ORGANIZATIONS ONLY**

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