

# Notice Of Directors Or Notice Of Change Of Director

BUSINESS CORPORATIONS ACT

FORM 6

## INSTRUCTIONS

Documents required to be sent to the Registrar pursuant to the Business Corporations Act must conform to Section 1 of the Regulations made under this Act.

- This form should not be used to submit a change of directors address; submit these changes in a detailed letter.
- This form is not to be used by Alberta Societies.

### Alberta Corporations:

Send this form to the Registrar:

- upon incorporation, continuance, or amalgamation
- within 15 days of any change.

**New corporation, continuations, or amalgamations** are to complete Items 1, 5, and 6.

**For changes**, complete Items 1, 2, 5 and 6, as well as Item 3 or 4, or Items 3 and 4, where applicable.

### Extra-Provincial Corporations:

- Send this form to the Registrar within 1 month of any change.
- Complete Items 1, 2, and 5, as well as Item 3 or 4, or Items 3 and 4, where applicable.

Item 1. Give the corporation's full legal name in Alberta.

Item 2. If this is for a change of directors you must give the Alberta Corporate Access Number of this corporation. It is printed on the top right-hand corner of the:

- Certificate of Incorporation
- Certificate of Continuance
- Certificate of Amalgamation
- Certificate of Registration.

Item 3. Give the following information:

- date the director(s) were appointed
- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, check whether each director is or is not a resident Canadian.

Note: If an Alberta corporation, director must be an individual.

Item 4. Give the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- date the director(s) ceased to hold office.

Item 5. Give the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, indicate whether each director is or is not a resident Canadian.

Note: Officer information is not required on this form.

Item 6. Alberta corporations only are to check the appropriate box. The Business Corporations Act requires at least half of the directors of an Alberta corporation to be resident Canadians.

**Alberta and Extra-Provincial Corporations:** A director or authorized officer of the corporation must sign and date the form, and give their title in relationship to the corporation. Include a telephone number where they can be reached during the day.

**Note:** Due to limited space, an appropriate attachment adhering to Section 1 of the Regulations will be accepted. Attachments or schedules should clearly indicate which Item they pertain to.

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

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

**For information call:**

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