Extra Provincial Registrations

All documents below must be originally signed and submitted either by courier/mail or in person. We do not accept fax or email.

Forms: (attached)

- 1. Statement of Registration
- 2. Notice of Attorney for Service (does not necessarily mean a lawyer, but any person which will serve as the contact person of the company in Alberta. Whose address will be the one used by the company to receive its correspondence)

Chartered Documents from the Home Jurisdiction: Copies of the original charter documents **must be certified as true copies** by a government official, company official, or notary public under seal which consist of the following:

- 1. Certificate of Incorporation (or Amalgamation/Merger/Continuance)
- 2. Articles of Incorporation
- 3. Amendments filed (if any) since the formation of the Corporation together with any issued Certificate
- 4. Certificate / Notice of Good Standing

Name of the Corporation - A NUANs (name search) will conducted and is part of the incorporation fee (\$400.00). You may register the name which is identical to the name of the company in home jurisdiction provided it is available in Alberta. Otherwise, the extra provincial company will have to adopt an assumed name

If Corporation is from the Federal Jurisdiction, cost to extra-provincially register in Alberta is \$400.00.

We accept cheque, money order, credit card for payment.



Statement of Extra-Provincial Registration

Public (when completed)

Business Corporations Act Section 280

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 an extra-provincial corporation so that it may lawfully carry on business in Alberta. 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.	Head Office Address Inside or Outside Alberta						
	Street or Mailing Address			City or Tow	n		
	Province/U.S. State Postal/Zip Code		Country (outside Canada or the U.S.)				
3.	Corporation Email Address (mandator	y)					
4.	Home Jurisdiction Information						
	Current Home Jurisdiction		Home Jurisdiction Regist	ration Nur	nber	Business Number	
	Date of Formation in Home Jurisdiction Principal Business						
5.	☐ The corporation confirms it is va	lid and subs	sisting in its home juris	sdiction.			
6.	If the corporation was ever incorporated or previously registered in Alberta, enter the following information:						
	Previous Name			Previous	Corporate Acce	ess Number	
_	Directors of Communities						
1.	Directors of Corporation	5					
	Last Name	First Nar	ne		Middle N	ame	
	Street or Postal Address						
	City or Town	Province	e/State/Country		Postal/Zij	o Code	

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

8. Authorized Representative/Authorized Signing Authority for the Corporation

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Statement of Extra-Provincial Registration

Business Corporations Act

INSTRUCTIONS

Use this form to collect information to submit to an authorized <u>Corporate Registry service provider</u>. The information will be filed with the Registrar of Corporations in accordance with the <u>Business Corporations Act.</u>

- Item 1. Enter the proposed name for the corporation. It must comply with Section 282 and 283 of the Act.
- Item 2. Enter the complete head office address of the corporation, including postal code. The head office is usually the registered address of the corporation in its home jurisdiction.
- Item 3. Enter the email address of the corporation (mandatory).
- Item 4. Enter the home jurisdiction information, the business number and the principal business of the corporation. Be as specific as possible in explaining what the corporation does.
- Item 5. The corporation must be valid and subsisting in its home jurisdiction in order for it to be registered in Alberta.

 Registration will be denied when the corporation is unable to confirm it is valid and subsisting in its home jurisdiction.
- Item 6. Enter the name and Alberta corporate access number when this extra-provincial corporation was previously registered or incorporated in Alberta.
 - **NOTE:** This corporation may apply for reinstatement in Alberta rather than apply for new extra-provincial registration when its previous Alberta registration was cancelled by the Alberta Registrar of Corporations under Section 285(1)(a) of the *Business Corporations Act* for failure to file a required document or notice in Alberta.
- Item 7. Enter the complete names and addresses of all directors of the corporation including the postal code.
- 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.

This statement must be submitted with the following:

- A copy of the corporation's charter and any amendments to that charter, certified by a corporation official, government official, or notary public.
 - When the charter documents are from outside Canada and not written in English, an English translation must also be supplied and be certified by a corporation official or notary public.
- Notice of Attorney for Service.
- An <u>Alberta Name Search Report (NUANS Report)</u> for the proposed name, dated not more than 90 days from the
 date the Statement of Registration is submitted to your authorized service provider.
 - The Alberta Name Search Report is not required when the extra-provincial corporation has a number name assigned by its home jurisdiction or when it is a federal corporation.

Business Number

The extra-provincial corporation may use either its Alberta 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.

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Notice of Attorney for Service/Change of Attorney for Service for Extra-Provincial Corporation

Public (when completed)

Business Corporations Act Sections 280 and 288

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 an extraprovincial corporation's attorney for service for the purpose of notice and service. 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).

Appointment of primary attorney Change of attorney Appointment of alternate attorney Change of alternate attorney Resignation of	Name of Corp	poration	2. Corporate Access Number	3. Business Number (option	
Change of attorney Appointment of alternate attorney Change of alternate attorney Change of alternate attorney Resignation of Name of Attorney Date of Resignation yyyy-mm-dd Corporation at its head office. Revocation of appointment of Name of Attorney The corporation has appointed First Name Middle Name (optional) Furn Name (optional) Furn Name (optional) Furn Name (optional) Furn Name (optional) City or Town Province Postal Code Mailing Address (if different from above) Email Address (mandatory) Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of Date yyyy-mm-dd Last Name Middle Name (optional) Phone Number (optional)					
Change of attorney Appointment of alternate attorney Change of alternate attorney Resignation of Name of Attorney Date of Resignation yyyy-mm-dd Corporation at its head office. Revocation of appointment of First Name Of Attorney The corporation has appointed First Name Of Attorney Street Address of Attorney Street Address (if different from above) Email Address (mandatory) Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of Date yyyy-mm-dd Last Name Middle Name Middle Name (optional) Authorized Representative/Authorized Signing Authority for the Corporation Email Address (optional) Phone Number (optional) Phone Number (optional)	Attorney Stat	tus (Select the appropriate box)			
Appointment of alternate attorney Change of alternate attorney Resignation of	○ Appointm	ent of primary attorney			
Change of alternate attorney Resignation of	Change o	f attorney			
Resignation of	Appointm	ent of alternate attorney			
Name of Attorney	Change o	f alternate attorney			
The attorney confirms that a 60-day resignation notice has been given to the extra-provincial corporation at its head office. Revocation of appointment of	Resignation	on of Name of Attorney	as		
The attorney confirms that a 60-day resignation notice has been given to the extra-provincial corporation at its head office. Revocation of appointment of	Date o	of Resignation yyyy-mm-dd			
Name of Attorney The corporation has appointed First Name Middle Name (optional) Last Name			notice has been given to the extra-provi	ncial	
The corporation has appointed First Name Middle Name (optional) Last Name of	Revocation	on of appointment of	as		
First Name Middle Name (optional) Last Name of	_	Name	e of Attorney		
of Firm Name (optional) Full Address of Attorney Street Address or Legal Land Description (accessible to public) Mailing Address (if different from above) Email Address (mandatory) Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of Date yyyy-mm-dd Last Name First Name Middle Name (optional) Relationship to Corporation Email Address (optional) Phone Number (optional)	The corporat	ion has appointed			
Firm Name (optional) Full Address of Attorney Street Address or Legal Land Description (accessible to public) Mailing Address (if different from above) City or Town Province Postal Code City or Town Province Postal Code City or Town Province Postal Code Attorney's Consent Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of Date yyyy-mm-dd Authorized Representative/Authorized Signing Authority for the Corporation Last Name First Name Middle Name (optional) Relationship to Corporation		First Name	Middle Name (optional)	Last Name	
Street Address of Attorney Street Address or Legal Land Description (accessible to public) Mailing Address (if different from above) City or Town Province Postal Code Email Address (mandatory) Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of Date yyyy-mm-dd Authorized Representative/Authorized Signing Authority for the Corporation Last Name First Name Middle Name (optional) Relationship to Corporation	of	Fine Manage (and Free B	as the corporation's		
Attorney's Consent Name of Attorney (first, middle, last) attorney of the above named corporation, as of	Street Address Mailing Address	s or Legal Land Description (accessible to public) ss (if different from above)			
Name of Attorney (first, middle, last) attorney of the above named corporation, as of					
Authorized Representative/Authorized Signing Authority for the Corporation Last Name First Name Middle Name (optional) Relationship to Corporation Email Address (optional)		Name of Attorney (first_middle	ha:	s consented to act as the	
Last Name First Name Middle Name (optional) Relationship to Corporation Email Address (optional) Phone Number (optional)	attorney of th	e above named corporation, as of			
Relationship to Corporation Email Address (optional) Phone Number (optional)	Authorized R	epresentative/Authorized Signing Authori	ty for the Corporation		
		Last Name	First Name	Middle Name (optional)	
Date of Submission www.mm.dd Signature	Rela	ationship to Corporation Er	mail Address (optional)	Phone Number (optional)	
Date of Submission yyyy-min-du	Date o	f Submission yyyy-mm-dd	Signature		

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Notice of Attorney for Service/Change of Attorney for Service for Extra-Provincial Corporation

Business Corporations Act

INSTRUCTIONS

Use this form to collect information to submit to an authorized <u>Corporate Registry service provider</u>. 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. Enter the Alberta corporate access number if one was previously assigned. It is printed on the certificate of registration and all other documents from Corporate Registry.
 - It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3. The Business Number may be supplied, if known.
- Item 4. Check the appropriate box(es).
 - Only one attorney appointment, resignation or change can be recorded per form.
 - The attorney for service does not need to be a lawyer, but does need to be an individual located in Alberta.
 - A resigning attorney must confirm that at least 60 days' notice has been given to the extra-provincial corporation at its head office.
- Item 5. Enter the full name of the individual who has been appointed as the attorney or alternative attorney.
- Item 6. Enter the complete address of the attorney, including the postal code.
 - This address must be accessible to the public and must be within Alberta.
 - If it is not a mailing address, give a mailing address as well, including the postal code.
 - Enter an email address so the attorney can receive a reminder when the Corporate Registry annual return is due.
- Item 7. Enter the date the attorney consented to their appointment, if applicable. The corporation must keep confirmation of the attorney's consent with the corporation's records.
 - The corporation must keep confirmation of the attorney's consent with the corporation's records.
- 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.

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Date:	
To Whom It May Concern:	
To Whom It May Concern.	
Re: Corporation name:	
Corporate No:	
This will confirm that	Corporation #:
This will confirm that	and as to date the corporation
is an active Corporation.	•
Signature	
Signature	
Print Name and Title	