

# Notice of Directors or Notice of Change of Directors

Business Corporations Act  
Sections 106, 113 and 289

**1. Name of Corporation**

**2. Alberta Corporate  
Access Number**

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**3. The following persons were appointed Director(s) on \_\_\_\_\_ :**  
year / month / day

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>	Are you a resident Canadian?
		Yes No
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

**4. The following persons ceased to hold office as Director(s) on \_\_\_\_\_ :**  
year / month / day

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>

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

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>	Are you a resident Canadian?
		Yes No
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

**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

\_\_\_\_\_  
 Authorized Signature Name of Person Authorizing *(please print)* Date  
*(applicable for non-profit companies only)*

\_\_\_\_\_  
 Telephone Number *(daytime)* Identification Title *(please print)*  
*(not applicable for non-profit companies)*

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

# Notice of Directors or Notice of Change of Director

## BUSINESS CORPORATIONS ACT

### INSTRUCTIONS

This information is submitted to your authorized service provider for filing with the Registrar pursuant to the Business Corporations Act and 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.
- This form **is not** to be used by Alberta Societies.

#### Alberta Corporations:

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

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

New corporations, continuances, 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:

- Submit this information to your authorized service provider for filing with 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. 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 on the top right-hand corner of the:

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

Item 3. Enter 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.

If an Alberta corporation, a director must be an individual.

Item 4. Enter 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. Enter 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.

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 1/4 of the directors of an Alberta corporation to be resident Canadians.

#### **Alberta and Extra Provincial Corporations:**

When the information is submitted to your service provider, the following **must** be included:

- name of person authorizing
- title of person authorizing
- identification of the authorized person
- date
- daytime telephone number

#### **Non-Profit Companies:**

When submitting your form, the following **must** be included:

- signature of person authorizing
- name of person authorizing
- title of person authorizing
- date
- daytime telephone number

#### FOR NON-PROFIT COMPANIES ONLY

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

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

**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

**NOTE:** Due to limited space, an appropriate attachment adhering to Section 1 of the Regulations is acceptable. Attachments or schedules should clearly indicate which item they pertain to.