Notice of Address or Notice of Change of Address

Business Corporations Act Section 20

of Corporation			2. Corporate Access Num		
ess of Registered Office (P.O. Box number c	can only be used by a So	ociety)		
Street		City / Town	Province	Postal Code	
Legal Land Description	Section	Township	Range	Meridian	
ds Address (P.O. Box num	ber cannot be use				
Street		City / Town	Province	Postal Code	
Legal Land Description	Section	Township	Range	Meridian	
Post Office Box Only		City / Town	Province	Postal Code	
	Street Legal Land Description ds Address (P.O. Box num Street Legal Land Description	Street Legal Land Description Street Legal Land Description Section Legal Land Description Section Street Legal Land Description Section Section	Street Office (P.O. Box number can only be used by a Society / Town Legal Land Description Section Township ds Address (P.O. Box number cannot be used) Street City / Town Legal Land Description Section Township Ess for Service by Mail (if different from Item 3) Est If this is a change, please read instructions carefully.	Street City / Town Province Legal Land Description Section Township Range Street City / Town Province Legal Land Description Section Township Range City / Town Province Range City / Town Province Legal Land Description Section Township Range	

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 Address or Notice of Change of Address

BUSINESS CORPORATIONS ACT

INSTRUCTIONS

This information must be submitted to your authorized service provider for filing with the Registrar upon incorporation, continuance or amalgamation or within 15 days of a change. It is not to be used by extra-provincial corporations.

Information filed with 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 enter 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

Enter 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.

Enter 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

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.

The following information must be included:

- signature of person authorizing (for societies and non-profit companies only)
- name of person authorizing
- title
- identification (not applicable for societies and non-profit companies)
- date
- · daytime telephone number

FOR SOCIETIES AND NON-PROFIT COMPANIES ONLY

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

Alberta Registries
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