



# Notice of Address or Notice of Change of Address

Business Corporations Act  
Section 20

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update an Alberta corporation's address for the purpose of notice and service. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre staff at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

<b>1. Name of Corporation</b>	<b>2. Corporate Access Number</b>
<input type="text"/>	<input type="text"/>

<b>3. Address of Registered Office</b>				
<table border="1"><tr><td>Street</td><td>City/Town</td><td>Province</td><td>Postal Code</td></tr></table>	Street	City/Town	Province	Postal Code
Street	City/Town	Province	Postal Code	

OR

Legal Land Description
------------------------

<b>4. Records Address</b>				
<table border="1"><tr><td>Street</td><td>City/Town</td><td>Province</td><td>Postal Code</td></tr></table>	Street	City/Town	Province	Postal Code
Street	City/Town	Province	Postal Code	

OR

Legal Land Description
------------------------

<b>5. Address for Service by Mail (if different from Item 3)</b>				
<table border="1"><tr><td>Post Office Box Only</td><td>City/Town</td><td>Province</td><td>Postal Code</td></tr></table>	Post Office Box Only	City/Town	Province	Postal Code
Post Office Box Only	City/Town	Province	Postal Code	

<b>6. Email Address (optional)</b>
<input type="text"/>

**7. Authorized Representative/Authorized Signing Authority for the Corporation**

_____ Last Name, First Name, Middle Name (optional)	_____ Relationship to Corporation
_____ Telephone Number (optional)	_____ Email Address (optional)
_____ Date of submission (yyyy-mm-dd)	_____ Signature

# Notice of Address or Notice of Change of Address

## BUSINESS CORPORATIONS ACT

### INSTRUCTIONS

Use this form to collect information to submit to an authorized Corporate Registry service provider. The information will be filed with the Registrar of Corporations in accordance with the *Business Corporations 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 at the top 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 personal 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.

Item 6. Complete this item if the corporation has an e-mail address.

- Item 7.
- 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.**