



# Articles of Incorporation for an Alberta Corporation

Public (when completed)

*Business Corporations Act*  
Section 6

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 for the purpose of issuing a certificate of incorporation and assigning a Canada Revenue Agency business number to the corporation. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. The classes of shares, and any maximum number of shares that the corporation is authorized to issue:**

**3. Restrictions on share transfers (if any):**

**4. Number, or minimum and maximum number, of directors that the corporation may have:**

**5. If the corporation is restricted FROM carrying on a certain business, or restricted TO carrying on a certain business, specify the restriction(s):**

**6. Other rules or provisions (if any):**

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

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

# Articles of Incorporation for an Alberta Corporation

## *Business Corporations Act*

### INSTRUCTIONS

Use this form to create Articles of Incorporation for an Alberta corporation. The completed form must be submitted to an authorized Corporate Registry Service Provider. The authorized representative of the corporation must present their identification to the service provider in order to register this information.

- Item 1. Enter the proposed corporation name.
- Names of limited corporations must comply with Sections 10 and 12 of the *Business Corporations Act*.
  - Names of unlimited liability corporations must comply with Sections 12 and 15.4 of the Act.
- Item 2. Enter the details required by Section 6 (1) (b) of the Act, including details of the rights, privileges, restrictions and conditions attached to each class of shares. All shares must be without nominal or par value and must comply with the provisions of Part 5 of the Act.
- Item 3. If restrictions are to be placed on the right to transfer shares of the corporation, enter a statement to this effect and give the nature of such restrictions. If transfer will NOT be restricted, enter "NONE".
- Item 4. Enter the number of directors, or a minimum and a maximum number of directors.
- Item 5. If restrictions are to be placed on the business a corporation may carry on, enter the restrictions and indicate whether they are restricted FROM carrying on business or restricted TO carrying on the particular business. If there are no such restrictions, enter "NONE".
- Item 6. Enter any rules or provisions permitted by the Act or Regulations to be set out in the by-laws of the corporation that are to form part of the Articles, including any pre-emptive rights or cumulative voting provisions.
- If there are no rules or provisions, enter "NONE".
  - If the corporation will be an unlimited liability corporation, ensure the exact unlimited liability provisions of Section 15.3 of the Act are included in this section.
- 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.

### These articles must be submitted with the following:

- Notice of Address.
- Notice of Directors.
- Notice of Agent for Service for Alberta or Extra-Provincial Corporation
- An Alberta Name Search Report (NUANS Report), dated not more than 90 days from the date the Articles of Incorporation are submitted to your authorized service provider.
  - The Alberta Name Search Report is not required when the corporation will have a number name assigned by the Registrar of Corporations.
- When the information in any of Items 2-6 exceeds 200 characters/spaces, your service provider may require the information for each item to be submitted as a separate electronic text (.txt) document. Each text document must be clearly identified as a schedule or attachment for one specific item in the Articles.

### Business Number

Corporate Registry will apply to the Canada Revenue Agency for a business number on behalf of the corporation. The business number will be emailed to the corporation within seven to ten days of incorporation.

The corporation may use either its corporate access number or its business number to submit future updates to Corporate Registry.



# Notice of Directors/Change of Directors for Alberta or Extra-provincial Corporation

Public (when completed)

*Business Corporations Act*  
Sections 106, 113 and 289

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 a corporation's directors for the purpose of notice and to maintain up-to-date information. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

1. **Name of Corporation**

2. **Corporate Access Number**

3. **Business Number (optional)**

4. **The following person(s) were appointed director(s) of the corporation:**

Last Name	First Name	Middle Name (optional)	Appointment Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street/Mailing Address	City or Town	Province/State/Country	Postal/Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. **The following person(s) ceased to hold office as director(s) of the corporation:**

Last Name	First Name	Middle Name (optional)	Cessation Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street/Mailing Address	City or Town	Province/State/Country	Postal/Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. **As of this date, the director(s) of the corporation are:**

Last Name	First Name	Middle Name (optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street/Mailing Address	City or Town	Province/State/Country	Postal/Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

<hr/>	<hr/>	<hr/>
Last Name	First Name	Middle Name (optional)
<hr/>	<hr/>	<hr/>
Relationship to Corporation	Email Address (optional)	Phone Number (optional)
<hr/>	<hr/>	<hr/>
Date of Submission yyyy-mm-dd	Signature	

# Notice of Directors/Change of Directors for Alberta or Extra-provincial Corporation

*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*.

- 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 at the top of the:
- Certificate of Incorporation.
  - Certificate of Continuance.
  - Certificate of Amalgamation.
  - Certificate of Registration.
- Item 3. Enter the Business Number - The Canada Revenue Agency Business number may be supplied, if known.
- Item 4. Enter the following information:
- Appointment date for each director.
  - Complete name (last, first, middle) of each appointed director.
  - Complete mailing address, including the postal code.
  - When the form is for an Alberta corporation, each director must be an individual.
- Item 5. Enter the following information:
- Cessation date for each director.
  - Complete name (last, first, middle) of each director who ceased to hold office.
  - Complete mailing address, including the postal code.
- Item 6. Enter the following information:
- Complete name (last, first, middle) of each current director.
  - Complete mailing address, including the postal code.
- 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.**



# Notice of Address/Notice of Change of Address for Alberta Corporation

Public (when completed)

*Business Corporations Act  
Section 20*

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 Alberta corporation's address for the purpose of notice and service. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation	2. Corporate Access Number	3. Business Number (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Address of Registered Office

Street Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR Legal Land Description

5. Records Address

Street Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OR Legal Land Description

6. Address for Service by Mail (if different from Item 4)

Post Office Box Only	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Corporation Email Address (mandatory)

Email Address

8. Authorized Representative/Authorized Signing Authority for the Corporation

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

# Notice of Address/Notice of Change of Address for Alberta Corporation

## *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*.

- Item 1. Enter the corporation's full legal name. It must match the name on the Articles of Incorporation or Certificate of Incorporation.
- Item 2. When reporting a change of address, enter the corporate access number for the corporation. It appears on every certificate or document issued by the Registrar of Corporations.
- Item 3. The Canada Revenue Agency Business Number may be supplied, if known.
- Item 4. 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 6, giving a mailing address.
- Item 5. 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 6. 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 6 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 7. You must complete this item so the corporation can receive an email reminder when the Corporate Registry annual return is due.
- 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.**



# Notice of Agent for Service/Change of Agent for Service for Alberta and Extra-provincial Corporation

Public (when completed)

*Business Corporations Act*  
Sections 20.1, 20.2, 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 Alberta or extra-provincial corporation's agent for the purpose of notice and service. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

1. <b>Name of Corporation</b>	2. <b>Corporate Access Number</b>	3. <b>Business Number (optional)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. **Agent for Service** (Select the appropriate option)

- Appointment of primary agent for service
- Change of primary agent for service
- Appointment of alternate agent for service
- Change of alternate agent for service
- Resignation of \_\_\_\_\_ as \_\_\_\_\_

Name of Agent for Service

Date of Resignation yyyy-mm-dd \_\_\_\_\_

The agent for service confirms that a 60-day resignation notice has been given to the corporation at its registered office/head office.

- Revocation of appointment of \_\_\_\_\_ as \_\_\_\_\_
- Name of Agent for Service
- Date of Revocation yyyy-mm-dd \_\_\_\_\_

5. **The corporation has appointed**

\_\_\_\_\_ of \_\_\_\_\_ as the corporation's \_\_\_\_\_

First Name                      Middle Name (optional)                      Last Name

Firm Name (optional)

Date of Appointment yyyy-mm-dd \_\_\_\_\_

6. **Full Address of Agent for Service**

Street Address/Legal Land Description/Mailing Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address (mandatory)			
<input type="text"/>			

7. **Consent to act as Agent for Service**

\_\_\_\_\_ has consented to act as the agent for service of the above named corporation.

Name of Agent for Service (first, middle, last)

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

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

# Notice of Agent for Service/Change of Agent for Service for Alberta and Extra-provincial Corporation

*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*.

- 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.
- Item 3. The Business Number may be supplied, if known.
- Item 4. Select the appropriate option.
- Only one agent for service appointment, resignation, revocation or change can be recorded per form.
  - The agent for service does not need to be a lawyer, but does need to be an individual located in Alberta.
  - A resigning agent for service 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 agent for service or alternative agent for service and enter their appointment date.
- Item 6. Enter the complete address of the agent for service, including the postal code.
- This address must be accessible to the public and must be within Alberta.
  - When mail cannot be delivered to a street address or legal land description, enter the mailing address first, followed by the physical address, e.g. Box 545, 5750-29 St.
  - Enter an email address so the agent for service can receive a reminder when the Corporate Registry annual return is due.
- Note:** The address of an alternate agent for service does not need to be the same as the primary agent for service.
- Item 7. The corporation must keep confirmation of the agent for service'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.