



Stony Plain Registries
101, 4911 – 50 Street
Stony Plain, AB T7Z 1T3
P: (780) 968-2050

INCORPORATING IN ALBERTA

1. Complete the Notice of Directors

- a. These are the officers of the company - not the shareholders
- b. Shareholders are owners / Directors are officers
They may be the same people but do not have to be

2. Complete the Notice of Address

- a. The Registered Office address and Records address MUST be a street address or legal land location ONLY
- b. If a legal land location is provided for the above, you MUST provide a PO Box for mailing

3. Complete the Name Search Request (if applicable)

- a. A Nuans Report is required for Named Corporations only
- b. Numbered Corporations will be assigned a number. Fill in *Alberta Ltd.*, or *Alberta Inc.* or *Alberta Corp.* in the Chosen Name field

4. Articles of Incorporation - These are provided in The Legal Ease Incorporation Package. If you would like to see a copy prior to incorporating, please ask.

5. Complete the Service Request

6. Pay the fee – Cash, Debit, Personalized Cheque or Mastercard/Visa

NUANS Report	\$ 50.00	
Incorporation Package	\$ <u>537.50</u>	(Includes filing fee & Legal Ease Package)
Total	\$ 587.50	(includes GST)

A minimum 2 business hours is required to complete the NUANS Report, and minimum 2 business hours to complete the incorporation.

* Prices are subject to change



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ALBERTA CORPORATION SERVICE REQUEST

Name _____

Address _____

Phone No. _____
Daytime

Drivers License No. _____

Name of the Incorporation _____

I confirm that the information set out in the attached documents accurately reflect my instructions.

I understand that the role of the Registry Agent does not include the provision of Legal Advice.

Signature

Date

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 Address or Notice of Change of Address

Business Corporations Act
Section 20

1. Name of Corporation

2. Corporate Access Number

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3. Address of Registered Office (*P.O. Box number can only be used by a Society*)

Street	City / Town	Province	Postal Code

OR

Legal Land Description	Section	Township	Range	Meridian

4. Records Address (*P.O. Box number cannot be used*)

Street	City / Town	Province	Postal Code

OR

Legal Land Description	Section	Township	Range	Meridian

5. Address for Service by Mail (*if different from Item 3*)

NOTE: If this is a change, please read instructions carefully.

Post Office Box Only	City / Town	Province	Postal Code

Authorized Signature
(for societies and non-profit companies only)

Name of Person Authorizing (please print)

Date

Telephone Number (daytime)

Identification
(not applicable for societies and non-profit companies)

Title (please print)

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NAME SEARCH REQUEST - NUANS REPORT

Choosing your name

- **Descriptive** - should tell what your business does (i.e. welding, trucking, marketing)
- **Distinctive** - sets your name apart from others in the same line of business (i.e. Bob's, Speedy)

Try to stay away from general terms like Enterprises, Industries, Holdings, as they have lost all meaning and are not descriptive of the type of business. Almost all combinations of these words along with 2 or 3 letters, (i.e. ABC Holdings Ltd.) are already in use.

If you are incorporating the last word must be *Limited, Ltd., Incorporated, Inc., Corporation, Corp., or the French Equivalents.*

If you are a Society your name must include *Society, Foundation, Guild, Association, or Club*

Select one of the following:

Alberta Incorporation/Extra Provincial Trade Name Partnership Society Federal Incorporation

Chosen name (Please print clearly)

1. _____

Line of Business _____

A pre-screen of your chosen name will be done on the Alberta Corporate Registry Data Base for exact matches and similar names. This pre-screen search **DOES NOT INCLUDE** names proposed for use, Federal Names or Trademarks which are protected and will appear on your NUANS report.

If a conflict is found with the pre-screen, you will be contacted to see if you wish to try a different name. Up to three names will be pre-screened per NUANS request without additional charges. **Choose your name carefully.**

The fee for this search request is non-refundable. We do not guarantee that our pre-screening will find all potential conflicts as there are limitations to the search function of Alberta Corporate Registry. The purpose of a NUANS report is to search the Alberta, Federal and Trademark databases and to find all potential conflicts so that you can determine whether or not to use a name. Obtaining a NUANS report does not guarantee that you can use a name or that it is in your best interest to use a name.

I have read and understand the above information provided. I agree to pay the fee of \$ 50.00 including GST.

Name _____ Signature _____

Address _____

Phone no. (where you can be reached today) _____