



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

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update a corporation's directors for the purpose of notice. 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 or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation	2. Corporate Access Number

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

Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.

Appointment Date: _____
yyyy-mm-dd

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.

Cessation Date: _____
yyyy-mm-dd

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	

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

Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.

Last Name	First Name	Middle Name	
Street/Postal Address			
City/Town	Province/State	Postal/Zip Code	Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 ¼ 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.

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 or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Name of Corporation

2. Corporate Access Number

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3. Address of Registered Office

Street	City/Town	Province	Postal Code
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OR

Legal Land Description

4. Records Address

Street	City/Town	Province	Postal Code
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OR

Legal Land Description

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

Post Office Box Only	City/Town	Province	Postal Code
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6. Email Address (optional)

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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



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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) _____