



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

## EXTRA PROVINCIAL REGISTRATION IN ALBERTA

NOTE:

*IF CORPORATION IS BC OR SK REGISTERED, NWTPA REGISTRATION THROUGH BC CORP OR SASK CORP 1*

1. **Complete the Statement of Extra-Provincial Registration**
2. **Complete the Notice of Attorney for Service**
  - a. The Attorney for Service does not have to be a lawyer
3. **Complete the Name Search Request** (if applicable)
  - a. A Nuans Report is required for Named Corporations only that are not currently Federally Registered
4. Include *certified copies* of all charter documents from your home jurisdiction
  - a. Certificate and Articles of Incorporation – copies can be certified by a company official
5. **Complete the Service Request**
6. **Pay the fee** – Cash, Debit or Personalized Cheque

NUANS Report	\$ 50.00
Extra Prov Registration	<u>\$ 460.00</u>
Total	\$ 510.00 (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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## EXTRA PROVINCIAL 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 an extra-provincial corporation for the purpose of issuing a certificate of registration. 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).

**1. Name of Corporation**

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**2. Head Office Address Inside or Outside Alberta**

Street or Mailing Address		City
Province/U.S. State	Postal Code/Zip Code	Country (outside Canada or the US)

**3. Email Address (optional)**

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**4. Home Jurisdiction Information**

Current Home Jurisdiction	Home Jurisdiction Registration Number	Date of Formation in Home Jurisdiction
Principal Business		

5.  The corporation confirms it is valid and subsisting in its home jurisdiction.

6. If the corporation was ever incorporated or previously registered in Alberta, enter the following information:

Previous Name	Previous Corporate Access Number
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**7. Directors of Corporation**

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

**8. 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

# Statement of Extra-Provincial Registration

## 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 proposed name for the corporation. It must comply with Section 282 and 283 of the Act.
- Item 2. Enter the complete head office address of the corporation, including postal code. The head office is usually the registered address of the corporation in its home jurisdiction.
- Item 3. Enter the e-mail address of the corporation (optional).
- Item 4. Enter the home jurisdiction information and principal business of the corporation. Be as specific as possible in explaining what the corporation does.
- Item 5. The corporation must be valid and subsisting in its home jurisdiction in order for it to be registered in Alberta. Registration will be denied when the corporation is unable to confirm it is valid and subsisting in its home jurisdiction.
- Item 6. Enter the name and Alberta corporate access number when this extra-provincial corporation was previously registered or incorporated in Alberta.

**NOTE:** This corporation may apply for reinstatement in Alberta rather than apply for new extra-provincial registration when its previous Alberta registration was cancelled by the Alberta Registrar of Corporations under Section 285(1)(a) of the *Business Corporations Act* for failure to file a required document or notice in Alberta.

- Item 7. Enter the complete names and addresses of all directors of the corporation including the postal code.
- 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.

**This statement must be submitted with the following:**

- A copy of the corporation's charter and any amendments to that charter, certified by a corporation official, government official, or notary public.
  - When the charter documents are from outside Canada and not written in English, an English translation must also be supplied and be certified by a corporation official or notary public.
- Notice of Attorney for Service.
- An Alberta Corporate Name Report (from the NUANS database) for the proposed name, dated not more than 90 days from the date the Statement of Registration is submitted to your authorized service provider.
  - The Alberta Corporate Name Report is not required when the extra-provincial corporation has a number name assigned by its home jurisdiction or when it is a federal corporation.

**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 Attorney for Service or Change of Attorney / Alternative Attorney

*Business Corporations Act*  
Sections 280 and 288

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update an extra-provincial corporation's attorney 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: [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**

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**3. Attorney Status:** *(Check the appropriate box)*

- Appointment of primary attorney
- Change of attorney
- Appointment of alternate attorney
- Change of alternate attorney
- Resignation of \_\_\_\_\_ as \_\_\_\_\_  
Name of Attorney

Date of Resignation: *(yyyy-mm-dd)* \_\_\_\_\_

The attorney confirms that a 60-day resignation notice has been given to the extra-provincial corporation at its head office.

Revocation of appointment of \_\_\_\_\_ as \_\_\_\_\_  
Name of Attorney

**4. The corporation has appointed**

\_\_\_\_\_ Last name First Name Middle Name *(optional)*  
 of \_\_\_\_\_ as the corporation's \_\_\_\_\_  
 Firm name *(optional)*

**5. Full Address of Attorney**

Street Address or Legal Land Description <i>(accessible to public)</i>	City/Town	Province	Postal Code
Mailing Address <i>(if different from above)</i>	City/Town	Province	Postal Code

**6. Attorney's Consent**

\_\_\_\_\_ has consented to act as the  
 Name of Attorney *(last, first, middle)*  
 attorney of the above named corporation, as of \_\_\_\_\_  
 Date *(yyyy-mm-dd)*

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

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

# Notice of Attorney for Service or Change of Attorney / Alternative Attorney

## *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 registrations, Items 1, 3, 4, 5, 6 and 7 must be completed.  
For changes, complete 1, 2, 3, 4, 5, 6 and 7.

- Item 1. Enter the corporation's full legal name in Alberta.
- Item 2. The Alberta corporate access number must be entered.
- It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3. Check the appropriate box(es).
- Only one attorney appointment, resignation or change can be recorded per form.
  - Attorneys must be individuals.
  - A resigning attorney must confirm that at least 60 days' notice has been given to the extra-provincial corporation at its head office.
- Item 4. Enter the full name of the individual who has been appointed as the attorney or alternative attorney.
- Item 5. Enter the complete address of the attorney, including the postal code.
- This address must be accessible to the public and must be within Alberta.
  - If it is not a mailing address, give a mailing address as well, including the postal code.
- Item 6. Enter the full name of the attorney and the date the attorney consented to their appointment.
- The corporation must keep confirmation of the attorney's consent with the corporation's records.
- 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.**



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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) \_\_\_\_\_