



# 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).

**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
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**4. Records Address**

Street	City/Town	Province	Postal Code
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**OR**

Legal Land Description
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**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

# 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.**