



Notice of Change of Address of Attorney or Alternate Attorney

Business Corporations Act
Section 288(5)

This information is collected in accordance with the *Business Corporations Act*. It is required to update an extra-provincial corporation's attorney for the purpose of service or 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: 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. New Address of Attorney *(must be accessible to the public)*

Last name	First Name	Middle Name <i>(optional)</i>	Attorney Type	
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

4. 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

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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. The corporation access number must be entered.
- It is printed on the certificate of registration and all other documents from Corporate Registry.
- Item 3.
- Enter the attorney's full name and indicate whether that individual is the primary attorney or the alternate attorney.
 - Enter the attorney's complete new address, including the postal code.
 - Only one attorney address change, whether for the primary attorney or the alternative attorney, can be recorded per form.
 - 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.

NOTE: The alternate attorney may have a different address than the primary attorney for the corporation, but the primary and alternate attorneys must be members of the same law partnership or the primary attorney must be the Alberta manager of the extra-provincial corporation while the alternate attorney is the Alberta assistant manager of the corporation.

- Item 4.
- 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.