



# Notice of Directors or Notice of Change of Directors

*Business Corporations Act*  
Sections 106, 113 and 289

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](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. 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	

**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

**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 Directors or Notice of Change of Directors

## 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*.

#### Alberta Corporations:

Submit this information to an authorized service provider for filing with the Registrar:

- Upon incorporation, continuance, or amalgamation.
- Within 15 days of any change.
- For new corporations, continuance into Alberta, or amalgamation, complete Items 1, 5, and 6.
- For changes of directors, complete Items 1, 2, 5, and 6, and complete Items 3 and/or 4 when applicable.

#### Extra-Provincial Corporations:

Submit this information to an authorized service provider for filing with the Registrar:

- Upon registration.
- Within 1 month of any change.
- For new registrations, complete Items 1, 2, and 5.
- For change of directors, complete Items 1, 2, 5, and 6 and complete Items 3 and/or 4 when 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 at the top of the:

- Certificate of Incorporation.
- Certificate of Amalgamation.
- Certificate of Continuance.
- Certificate of Registration.

Item 3. Enter the following information:

- Appointment date for each director.
- Complete name (last, first, middle) of each appointed director.
- Complete mailing address, including the postal code.
- When the form is for an Alberta corporation, indicate whether each director is or is not a resident Canadian.
- When the form is for an Alberta corporation, each director must be an individual.

Item 4. Enter the following information:

- Cessation date for each director.
- Complete name (last, first, middle) of each director who ceased to hold office.
- Complete mailing address, including the postal code.

Item 5. Enter the following information:

- Complete name (last, first, middle) of each current director.
- Complete mailing address, including the postal code.
- When the form is for 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 must indicate whether or not at least one quarter of the members of the board are resident Canadians.

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.**