



## Notice Of Directors Or Notice of Change of Directors

1. Name of Corporation:	2. Alberta Corporate Access Number (CAN):
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3. On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ the following person(s) were **appointed** director(s):

Name	Mailing Address (including postal code)	Resident Canadian?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

4. On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ the following person(s) **ceased** to hold office as director(s):

Name	Mailing Address (including postal code)

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

Name	Mailing Address (including postal code)	Resident Canadian?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

6. To be completed only by Alberta corporations:

Are at least half of the members of the board of directors resident Canadians?

Yes  No

Date:	Signature	Title
		Telephone Number
For Department Use Only		Filed

*This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to Alberta Registries, Research and Program Development, 9th Floor, John E. Brownlee Building, 10365 - 97 Street, Edmonton, Alberta T5J 3W7, (403) 422-7838*

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Business Corporations Act  
Notice of Directors or Notice of Change of Directors

Form 6

## Instructions

### Alberta Corporations

- send this form to the Registrar:
  - upon incorporation, continuance, or amalgamation
  - within 15 days of any change
- this form should not be used to submit a change of directors address; submit these in a detailed letter
- for new corporations, continuances, or amalgamations complete items 1, 5, & 6
- for changes complete items 1, 2, 5, & 6 as well as item 3 or 4, or items 3 & 4, where applicable

### Extra Provincial Corporations

- send this form to the Registrar within 1 month of any change
- complete items 1, 2, & 5 as well as item 3, item 4, or items 3 & 4, where applicable
- this form **is not to be used** by Alberta Societies

### Item 1

Give the corporation's full legal name in Alberta.

### Item 2

If this is a change of directors, you **MUST** give your Alberta Corporate Access Number. It is printed on the top right hand corner of the:

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

### Item 3

- Give the complete date (day, month, year)
- Give the complete name (surname first, given name(s) second)
- Give the complete mailing address, **including** postal code
- If an Alberta corporation, check whether each director is or is not a resident Canadian
- If an Alberta corporation, "director" must be an individual

**Item 4**

- Give the complete date (day, month, year)
- Give the complete name (surname first, given name(s) second)
- Give the complete mailing address, including postal code

**Item 5**

- Give the complete name (surname first, given name(s) second)
- Give the complete mailing address, including postal code
- If an Alberta corporation, check whether each director is or is not a resident Canadian
- Officer information is not required on this form

**Item 6**

- For Alberta corporations only. The Business Corporations Act requires at least half of the directors of an Alberta corporation to be resident Canadians. Check the proper box.

**Date / Signature Line**

A director or authorized officer of the corporation must:

- date the form
- sign the form
- give his or her title (relationship to the corporation)
- include a telephone number where he or she can be reached during the day

**Notes:**

- Documents required to be sent to the Registrar pursuant to the Business Corporations Act must conform to Section 1 of the Regulations made under the Act.
- Submit Form 6, to the Corporate Registry office in duplicate.
- This form will be rejected if not properly completed.
- There are no fees involved to file this form.
- Due to limited space, an appropriate attachment adhering to Section 1 of the Regulations will be accepted.
- Attachments or schedules should clearly indicate which item they pertain to.
- Corporations **cannot** be directors.