



Notice of Address Or Notice of Change of Address

Business Corporations Act

Section 19

1. Name of Corporation

2. Corporate Access Number

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3. Address of Registered Office (P.O. Box number can **only** be used by a Society)

Street	City/Town	Province	Postal Code

OR

Legal Land Description Meridian	Section	Township	Range

4. Records Address (P.O. Box number **cannot** be used)

Street	City/Town	Province	Postal Code

OR

Legal Land Description Meridian	Section	Township	Range

5. Address for Service by Mail (if different from Item 3)

Note: If this is a change, please read the instructions carefully.

Postal Code	Post Office Box Only	City/Town	Province

_____ Signature

_____ Date

Director

_____ Title (please print)

_____ Telephone Number

Business Corporations Act

Notice of Address or Notice of Change of Address

Form 3

Instructions

Item 1

Give the corporation's full legal name.

Item 2

If this is a change of address, you must give the corporate access number. It is printed on the top right hand corner 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 delivery
- accessible to the public during normal business hours
- in Alberta.

Give either **one** of the following:

- the complete street address including postal code
- a legal land description. If you give a 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. The records address **must** be:

- in Alberta
- accessible to the public during normal business hours

Give either **one** of the following:

- the complete street address, including postal code
- a legal land description

Item 5

Complete this item **only** if the corporation uses a post office address for mail delivery. Give the complete mailing address, including postal code. The mailing address **must** be:

- in Alberta
- a post office box

If this is a change

If you no longer want mail to be sent to your old address for service by mail, you **must write "N/A" in this space**. If you do not, your mail will continue to go to your old post office address.

Signing

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

General Notes

- for new corporations, continuances or amalgamations, Items 1 and 3 **must** be completed, as well as 4 or 5 if applicable
- the form must be properly signed
- for Changes, Items 1 and 2 must be completed; as well as the address to be changed (3,4 or 5)
- there is no fee to file this form with Corporate Registry
- submit this form in duplicate to the Corporate Registry office
- this form will be rejected if not properly completed
- this form must be submitted in duplicate

Society Notes

- the society must have a registered office in Alberta at all times
- a Notice of Address or Notice of Change of Address (Form 3) must be sent to the Registrar upon incorporation and within 15 days of a change in an address

Corporation Notes

- This form must be sent to the Registrar upon incorporation, continuance or amalgamation or within 15 days of a change. It is **not to be used** by extra provincial corporations.
- 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.