

Notice of Amendment or Correction of Head Office Address
Alberta Corporation Registered Extra-Provincially in British Columbia

Submitting Party Information

(Required information: the submitting party may be a firm or an individual; the name and address must be provided)

Company Name **OR** Last Name, First Name

Mailing Address: Box/Street, City/Town, Province/State, Country and Postal/Zip Code

Telephone Number, including area code

E-mail Address

Alberta Corporation Registration Information

Name of Corporation *(required)*

Alberta Corporate Access Number *(required)*

Alberta Registration Date *(required)*

Extra-Provincial Registration Information in British Columbia

Extra-Provincial Registration Number in BC *(required)*

Type of Amendment *(Select one and complete the Head Office Address Information section.)*

- Change Address**
- Address Correction – Error Made by Service Provider / Office**
- Address Amendment – Error Made by Client**

Head Office Address Information

(Required information: Both the mailing and delivery addresses may be inside or outside of BC. Both addresses must be supplied.)

Head Office Mailing Address *(can be a post office box):* Street, City/Town, Province/State, Country, and Postal/Zip Code

Head Office Delivery Address *(must be a physical address):* Street, City/Town, Province/State, Country and Postal/Zip Code

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Name of Authorized Signing Authority (Authorized Representative)

Signature

Title (Relationship to Corporation)

Date Signed

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INSTRUCTIONS

This form is used to complete the updates to the head office addresses of an Alberta corporation extra-provincially registered in British Columbia in compliance with the provisions of the Trade, Investment and Labour Mobility Agreement (TILMA).

Submitting Party Information

- Enter the name, complete mailing address and telephone number of the submitting party. The submitting party may be a firm or an individual.

Alberta Corporation Registration Information

- Enter the name of the corporation.
- Enter the Alberta corporate access number.
- Enter the date of registration in Alberta.

Extra-Provincial Registration Information in British Columbia

- Enter the extra-provincial registration number in British Columbia.

Indicate the Type of Amendment (select one and complete the head office address information)

- Change of Address
- Address Correction – Error Made by Service Provider / Office
- Address Amendment – Error Made by Client

Head Office Address Information

- Enter the mailing address of the head office. The mailing address may be inside or outside of BC and may be a post office box.
- Enter the delivery address of the head office. The delivery address may be inside or outside of BC. It must be accessible to the public from 9:00 am to 4:00 pm on business days. The delivery address cannot be a post office box.

The form must include:

- The name of the authorized signing authority (authorized representative)
- Title (relationship to corporation)
- Signature
- Date signed

Corporate Registry Mailing Address

Corporate Registry
Service Alberta
PO Box 1007 Station Main
Edmonton, Alberta T5J 4W6

Corporate Registry Contact Information

(780) 427-7013 (Edmonton area callers)
310-000 followed by 427-7013 (toll-free outside
Edmonton)