

## **Notice of Attorney For Service Or Change of Attorney or Alternative Attorney (Form 267 and 275)**

### *1. Name of Corporation*

Provide the corporation name as it appears on the most recent charter documents.

### *2. Corporate Access Number*

This is the number assigned to the corporation after it has been registered. For a new registration, this item should be left blank.

### *3. First/Change/Alternative Attorney*

At the time of registration, a corporation must appoint a first attorney and may, if it wishes, also appoint an alternative attorney. Separate forms must be completed for each. Check the appropriate box, either "First Attorney" or Alternative Attorney."

#### *1. Name of Appointed Attorney*

Provide the full name of the individual who will represent the corporation in Alberta. This individual must reside in Alberta.

#### *2. Full Address of Attorney*

Provide the complete address of the attorney. This address must be accessible to the public during normal business hours and must be in Alberta. If it is not a mailing address, give a mailing address as well, including Postal Code.

#### *3. Signature of Attorney and Witness*

Provide the name, date and signature of attorney. Witnesses to the signature are required to sign their names and addresses.

#### *4. The Notice Must be Dated and Signed*

A director, officer, or attorney for the corporation shall sign and date the Notice of Attorney and indicate his/her relationship (Title) to the corporation.

### **Continuous Filing**

On the anniversary date of the month of registration in this province, each corporation must file an Annual Return (Form 22). Alberta Registry will forward a preprinted form to the corporation's attorney for service the month prior to its anniversary month. If you fail to file this form, your registration may be cancelled.

At the time of a change of any of the following, you must send notice to Corporate Registry using these following forms:

- Notice of Change of Directors (Form 6)
- Notice of Change of Attorney (Form 27)
- Notice of Change of Address of Registered Attorney (Form 27.1)
- Notice of Change of Head Office (Form 28)

PLEASE TEAR OFF INSTRUCTIONS AND RETAIN

## Statement of Registration

Extra-Provincial Corporations  
BUSINESS CORPORATIONS ACT  
FORM 24

### INSTRUCTIONS

Documents required by a registry pursuant to the Business Corporations Act must conform to Section 1 of the Regulations made under the Act.

Item 1. Give the proposed corporate name that complies with Sections 269 and 270 of the Act.

Item 2. State the date the corporation was incorporated, amalgamated or continued.

Item 3. State the place where the corporation was incorporated, amalgamated or continued.

Item 4. Give the complete address, including postal or zip code of the Head Office of the corporation inside or outside Alberta. This should be the registered address of the corporation.

Item 5. State the principal business of the corporation. Be as specific as possible.

Item 6. Give the complete names and addresses of all directors of the corporation including the postal or zip code.

Item 7. Indicate YES or NO in answer to the question. If YES, include complete corporate name and access number previously incorporated/registered under.

Item 8. Indicate YES or NO in answer to the question.

A director or authorized officer of the corporation must sign and date the form, and give their title in relationship to the corporation.

### Other Documents:

The Statement of Registration form must be accompanied by:

- a copy of the charter of the corporation and amendments, certified by a company official or notary public,
- an English translation of Charter (if applicable) certified by a company official or notary public,
- Notice of Attorney for Service (Form 27),
- an Alberta Search Report (also known as a Nuans report) on the proposed name dated not more than 90 days from the date the documents are received by a registry.

PLEASE TEAR OFF INSTRUCTIONS AND RETAIN

## **Notice of Attorney for Service Or Change of Attorney Or Alternative Attorney**

BUSINESS CORPORATIONS ACT  
FORM 27

### **INSTRUCTIONS**

Documents required by a registry pursuant to the Business Corporations Act must conform to Section 1 of the Regulations made under the Act.

For new registrations, Items 1, 3, 4, 5 and 6 must be completed.

For changes, complete Items 1, 2, 3, 4, 5 and 6.

Item 1. Give the corporation's full legal name in Alberta.

Item 2. The Corporate access number must be given. It is printed on the top right hand corner of the Certificate of Registration.

Item 3. Check the appropriate box. Only one attorney can be appointed per form. Attorneys must be individuals.

Item 4. Give the full name of the individual who has been appointed as the attorney or alternative attorney.

Item 5. Give the complete address of the attorney, including the postal code. 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 postal code.

Item 6. The attorney must:

- Give his or her full name
- sign the form
- date the form

The witness must:

- sign the form
- give his or her full name and complete address.

**A director or authorized officer of the corporation must sign and date the form, and give their title in relationship to the corporation, include a telephone number where they can be reached during the day.**

**STATEMENT OF REGISTRATION**

Extra-Provincial Corporations  
Business Corporations Act  
Section 267

2. Date of Incorporation,  
Amalgamation or Continuance

1. Name of Corporation

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3. Place of Incorporation, Amalgamation or Continuance

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4. Head Office Address Inside or Outside of Alberta

Address (including postal/zip code)

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5. Principal Business of Corporation

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6. Directors of Corporation

Name _____
Address (including Postal/Zip Code) _____

Name _____
Address (including Postal/Zip Code) _____

Name _____
Address (including Postal/Zip Code) _____

Name _____
Address (including Postal/Zip Code) _____

Name _____
Address (including Postal/Zip Code) _____

Name _____
Address (including Postal/Zip Code) _____

7. Was this corporation ever Incorporated or previously registered in Alberta?  Yes  No  
If Yes, under what name and corporate Access number was it Incorporated/registered?

Name of Corporation	Corporate Access Number
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8. Is this corporation valid and subsisting in its home jurisdiction  Yes  No

\_\_\_\_\_  
Signature of Director / Authorized Officer

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Date

THIS FORM WILL BE REJECTED IF NOT PROPERLY COMPLETED

**NOTICE OF ATTORNEY FOR SERVICE OR  
CHANGE OF ATTORNEY OR  
ALTERNATIVE ATTORNEY**

Business Corporations Act  
Section 267 and 275

1. Name of Corporation

2. Date of Incorporation,  
Amalgamation or Continuance

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3. Attorney Status: (Check the appropriate box)

- Attorney appointed for the purpose of registration
- Change of Attorney
- Alternative Attorney
- Change of Alternative Attorney
- Resignation / Revocation of \_\_\_\_\_ as Alternative Attorney.  
Name of Attorney

4. The above mentioned corporation has appointed \_\_\_\_\_ as the  
corporation's Attorney for service.

5. Full Address of Attorney

Address (accessible to public)	City	Province	Postal Code
Mailing Address (if different from above)	City	Province	Postal Code

6. Attorney's Consent:

I \_\_\_\_\_ consent to act as the Attorney of the above named  
Name of Attorney  
corporation, as of \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Address of Witness City/Town Province Postal Code

A director or authorized officer of the corporation must complete the following:

\_\_\_\_\_  
Signature of Director / Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Telephone Number