

DATE OF REQUEST _____ YOUR FILE NUMBER _____

1. Legal Entity Name – Existing or Proposed (for which services are required)	Corporate Access Number

2. Name _____

Address (Street) _____

City, Province, Postal Code _____

Telephone (Res) (____) _____ - _____ (Bus) (____) _____ - _____

(Cell) (____) _____ - _____ (Fax Number) (____) _____ - _____

3. Service will be:

Mailed Out

Picked Up

_____ Edmonton

_____ Calgary

Call Box No. _____

4. Payment Options: AMOUNT \$ _____

Cash Cheque No. _____ Account No. _____

Commencing January 1, 2013, Corporate Registry can only accept credit cards as payment for transactions when presented in person by the credit card holder. Documents received in the mail after this date that include credit card information will be returned unfiled to the submitter.

5. Type of Service: (check **one** only)

<input type="checkbox"/> 120-Day Waiver	<input type="checkbox"/> Bylaw Amendment	<input type="checkbox"/> Notice of Address
<input type="checkbox"/> Amalgamation	<input type="checkbox"/> Cross-Border Amalgamation	<input type="checkbox"/> Object Amendment
<input type="checkbox"/> Annual Return	<input type="checkbox"/> Dissolution/Liquidation	<input type="checkbox"/> Revival
<input type="checkbox"/> Articles of Amendment	<input type="checkbox"/> Incorporation	<input type="checkbox"/> Restoration
	<input type="checkbox"/> Name Change	<input type="checkbox"/> Other (explain below)

6. Special Instructions for any of the above services:

Signature _____

Print Name _____

This information is being collected for the purposes of corporate registry records in accordance with the Societies Act, Companies Act, Religious Societies Land Act, Business Corporations Act, and/or Partnership Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013

INSTRUCTIONS

- ITEM 1** Indicate the name(s) of the Legal Entity(ies) and if known, the access number. When the service being requested is a name change, English/French equivalent, or amalgamation, list the current name(s) as well as the proposed name(s).
- ITEM 2** State complete name, address, telephone number(s), and if applicable the FAX number of the individual or company requesting the service.
- ITEM 3** Indicate whether the service is to be:
- Mailed Out
 - Picked up in Edmonton or Calgary
 - Placed in Call Box
- ITEM 4** State what form of payment is accompanying the request. The cheque number **must** be filled in when applicable.
- ITEM 5** Complete a separate form for each type of service required except annual returns.
- ITEM 6** Special instructions must be indicated as applicable.

Complete this form and return along with the appropriate fee. Make cheque payable to the Minister of Finance and mail to:

Mailing: Service Alberta
PO Box 1007 STN MAIN
EDMONTON AB T5J 4W6

Walk-in Service: Corporate Registry
John E. Brownlee Building
10365 97 Street
Edmonton, Alberta T5J 3W7

For Information Call:
Edmonton (780) 427-2311
Toll-free: 310-0000 and then dial 427-2311