



#101 – 4911 – 50 St
Stony Plain, AB T7Z 1T3

INCORPORATING IN ALBERTA

1. Complete the Notice of Directors.

- a. These are the officers of the company, not the shareholders.
- b. Shareholders are owners: Directors are officers, (They **may be the same people but don't have to be.**)

2. Complete the Notice of Address

- a. Please note: the Registered Office address and Records address **MUST** be street address or legal land location **ONLY**.
- b. If you have provided a legal land location for the above, you **MUST** add a PO Box for mailing.

3. NUANS search request - for Named Corporations only. (Numbered Corporations, the number will be assigned - Just fill in 'Alberta Ltd.', or 'Alberta Inc.' or 'Alberta Corp.' in the name)

4. Articles of Incorporation - These are provided in The Legal Ease Incorporation Package, if you would like to see a copy prior to incorporating, please ask.

5. Complete the Service Request

6. Pay the fee - Discount for Cash, Debit, Personalized Cheque or pay full price by Mastercard/Visa (GST Included)

| | | | |
|--|-----------------|-------------------------------------|--|
| NUANS report | <u>\$47.70</u> | À | \$ 47.70 |
| Incorporation Pkg | <u>\$486.20</u> | Cash Price or ////////// | ////////// \$500.00 Mastercard/Visa |
| (Includes filing fee and Legal Ease Package) | | | |
| Total | <u>\$533.90</u> | ////////// | ////////// \$547.70 Mastercard/Visa |

We need AT LEAST 2 Business hours to complete the NUANS Report, and at least 2 business hours to complete the incorporation.

Thank you

Stony Plain Registries

780-968-2050

Please Note: Corporate Registries cannot currently be processed through our website, as identification must be presented



#101 - 4911 - 50 Street
Stony Plain, AB T7Z 1T3

Alberta Corporation Service Request

Name _____

Address _____

Phone Number: _____

Daytime

Drivers Licence# _____

Name of the Incorporation _____

I CONFIRM THAT THE INFORMATION SET OUT IN THE ATTACHED DOCUMENTS ACCURATELY REFLECTS MY INSTRUCTIONS.

I UNDERSTAND THAT THE ROLE OF THE REGISTRY AGENT DOES NOT INCLUDE THE PROVISION OF LEGAL ADVICE

Signature

Date



Notice of Address or Notice of Change of Address

Business Corporations Act
Section 20

1. **Name of Corporation**

2. **Corporate Access Number**

| | |
|--|--|
| | |
|--|--|

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 | Section | Township | Range | Meridian |
|------------------------|---------|----------|-------|----------|
| | | | | |

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

| Street | City / Town | Province | Postal Code |
|--------|-------------|----------|-------------|
| | | | |

OR

| Legal Land Description | Section | Township | Range | Meridian |
|------------------------|---------|----------|-------|----------|
| | | | | |

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

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

| Post Office Box Only | City / Town | Province | Postal Code |
|----------------------|-------------|----------|-------------|
| | | | |

Authorized Signature
(for societies and non-profit companies only)

Name of Person Authorizing (please print)

Date

Telephone Number (daytime)

Identification
(not applicable for societies and non-profit companies)

Title (please print)

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 the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.



Notice of Directors or Notice of Change of Directors

Business Corporations Act
Sections 106, 113 and 289

| | |
|-------------------------------|---|
| 1. Name of Corporation | 2. Alberta Corporate Access Number |
| | |

3. The following persons were appointed Director(s) on _____ **:**
year / month / day

| Name of Director <small>(Last, First, Second)</small> | Mailing Address <small>(including postal code)</small> | Are you a resident Canadian? | |
|--|--|------------------------------|--------------------------|
| | | Yes | No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

4. The following persons ceased to hold office as Director(s) on _____ **:**
year / month / day

| Name of Director <small>(Last, First, Second)</small> | Mailing Address <small>(including postal code)</small> |
|--|--|
| | |
| | |
| | |

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

| Name of Director <small>(Last, First, Second)</small> | Mailing Address <small>(including postal code)</small> | Are you a resident Canadian? | |
|--|--|------------------------------|--------------------------|
| | | Yes | No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

6. To be completed only by Alberta Corporations:

Are at least 1/4 of the members of the Board of Directors resident Canadians? Yes No

| | | |
|---|--|-------------------------------------|
| Authorized Signature <small>(applicable for non-profit companies only)</small> | Name of Person Authorizing <small>(please print)</small> | Date |
| Telephone Number <small>(daytime)</small> | Identification <small>(not applicable for non-profit companies)</small> | Title <small>(please print)</small> |

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 the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.



#101 - 4911 - 50 Street
Stony Plain, AB T7Z 1T3

NAME SEARCH REQUEST--NUANS REPORT

CHOOSING YOUR NAME

Descriptive - should tell what your business does (e.g. welding, trucking, marketing)

Distinctive - sets your name apart from others in the same line of business (e.g. Bob's, Speedy)

You should try to stay away from general terms like Enterprises, Industries, Holdings, as they have lost all meaning and are not descriptive of the type of business, almost all combinations of these words along with 2 or 3 letters, (e.g. ABC Holdings Ltd.) are already in use.

If you are incorporating the last word must be Limited, Ltd., Incorporated, Inc. Corporation, Corp., or the French Equivalents.

If you are a Society your name must include, Society, Foundation, Guild, Association, Club

() Alberta Incorporation () Trade Name () Partnership () Society () Federal Incorporation

Chosen name (Please print clearly)

1. _____

Line of Business

A pre-screen of your chosen name will be done on the Alberta Corporate Registry Data Base, for exact matches and similar names. This pre-screen search **DOES NOT INCLUDE** names proposed for use, Federal Names or Trademarks which are protected and will appear on your NUANS report.

If we find a conflict with the pre-screen, you will be contacted to see if you wish to try a different name. Up to three names will be pre-screened per NUANS request without additional charges. Choose your name carefully.

The fee for this search request is non-refundable, and we do not guarantee that our pre-screening will find all potential conflicts as there are limitations to the search function of Alberta Corporate Registry. The purpose of a NUANS report is to search the Alberta, Federal and Trademark databases and to find all potential conflicts so that you can determine whether or not to use a name. Obtaining a NUANS report does not guarantee that you can use a name or that it is in your best interest to use a name.

I have read the above information and understand it. I agree to pay the fee of \$ 47.70 including GST.

| | |
|--|--|
| Name: _____ _____ | Telephone# where you can be reached today () _____ |
| Address: _____ _____ _____ _____ | Signature: _____ _____ (Print name) |