



STONY PLAIN REGISTRIES  
#101- 4911-50TH STREET  
STONY PLAIN ALBERTA  
T7Z 1T3  
EMAIL: INFO@STONYPLAINREGISTRIES.COM  
PHONE: 780-968-2050  
FAX: 780-968-2136

## 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 –Cash, Debit, Personalized Cheque Mastercard/Visa**
7. 

NUANS report	<u>\$50.00</u>	(including GST)
Incorporation Pkg	<u>\$537.50</u>	(including GST)

(Includes filing fee and Legal Ease Package)

Total	<u>\$587.50</u>	
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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

(Prices are subject to change)



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

Ph 780-968-2050

## Alberta Corporation Service Request

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Daytime

Drivers License# \_\_\_\_\_

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

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update a corporation's directors for the purpose of notice. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre staff at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. Corporate Access Number**

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**3. The following person(s) were appointed director(s) of the corporation:**

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

**Appointment Date:** \_\_\_\_\_  
*yyyy-mm-dd*

Last Name	First Name	Middle Name
Street/Postal Address		
City/Town	Province/State	Postal/Zip Code
Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**4. The following person(s) ceased to hold office as director(s) of the corporation:**

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

**Cessation Date:** \_\_\_\_\_  
*yyyy-mm-dd*

Last Name	First Name	Middle Name
Street/Postal Address		
City/Town	Province/State	Postal/Zip Code

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

*Click 'Add' to enter additional directors on this form. Click 'Remove' if you have added a director to this form in error.*

Last Name	First Name	Middle Name
Street/Postal Address		
City/Town	Province/State	Postal/Zip Code
Resident Canadian? <input type="checkbox"/> Yes <input type="checkbox"/> No		

This information is collected in accordance with the *Business Corporations Act*. It is required to register or update an Alberta corporation's address for the purpose of notice and service. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre staff at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. Corporate Access Number**

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**3. Address of Registered Office**

Street	City/Town	Province	Postal Code
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OR

Legal Land Description
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**4. Records Address**

Street	City/Town	Province	Postal Code
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OR

Legal Land Description
------------------------

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

Post Office Box Only	City/Town	Province	Postal Code
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**6. Email Address (optional)**

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**7. Authorized Representative/Authorized Signing Authority for the Corporation**

\_\_\_\_\_  
Last Name, First Name, Middle Name (optional)

\_\_\_\_\_  
Relationship to Corporation

\_\_\_\_\_  
Telephone Number (optional)

\_\_\_\_\_  
Email Address (optional)

\_\_\_\_\_  
Date of submission (yyyy-mm-dd)

\_\_\_\_\_  
Signature

**CHOOSING YOUR NAME**

**Descriptive** - should tell what your business does (eg welding, trucking, marketing)

**Distinctive** - sets your name apart from others in the same line of business(eg 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, (eg 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 Equivalent.

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

( ) Alberta Incorporation/Extra Provincial

( ) 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 \$ 50.00 including GST.**

Name \_\_\_\_\_ phone number \_\_\_\_\_  
where you can be reached today

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_