

Public (when completed)

Business Corporations Act - Sections 268 and 292

This information is collected, used, and may be publicly disclosed in accordance with s. 33(a,c) and 40(1)(c,e,f) of the *Freedom of Information and Protection of Privacy Act*, the *Business Corporations Act*, and the *Common Business Number Act*. The information is required to confirm the corporation's ongoing existence and ownership. Questions can be directed to the Service Alberta Contact Centre at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

- 1. Corporate Access No. _____
- 2. For Year Ending _____
Year Month Day
- 3. Date of Incorporation, Continuance, Amalgamation or Registration _____
- 4. Name of Corporation _____
- 5. Business Number _____
- 6. Address _____
- 7. Corporation Email Address _____

8. There has been a change of corporation directors. Updated information is attached to this form. Yes No

9. Agent for Service

10. Changes to Agent for Service (if applicable)

Name and Address	Name and Address
	The person named above has consented to act as the corporation's agent for service. <input type="checkbox"/> Yes

11. Shareholders

12. Changes to Shareholders (if applicable)

Name and Address	% of voting shares issued		Name and Address	% of voting shares issued	
		<input type="checkbox"/>			<input type="checkbox"/>
Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>
Name and Address	% of voting shares issued		Name and Address	% of voting shares issued	
		<input type="checkbox"/>			<input type="checkbox"/>
Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>
Name and Address	% of voting shares issued		Name and Address	% of voting shares issued	
		<input type="checkbox"/>			<input type="checkbox"/>
Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>
Name and Address	% of voting shares issued		Name and Address	% of voting shares issued	
		<input type="checkbox"/>			<input type="checkbox"/>
Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>	Corporate Access Number _____		If a Director, check this box <input type="checkbox"/>

13. Important Notice to Corporation

14. Telephone Number _____

15. Date _____

16. Authorized Signature for Non-Profit Company _____

17. Name and Title of Authorized Submitter _____

18. Provide Government-issued Identification (not applicable for Alberta Non-Profit Companies) _____

Annual Return

Follow these instructions to complete the annual return for your Alberta or extra-provincial corporation.

Item 6, 7, and 8: Changes to corporation addresses, email addresses, and/or corporation directors must be submitted to an authorized service provider for registration. Forms are available from the Government of Alberta website at <https://www.alberta.ca/registration-forms-businesses.aspx>.

Item 9 and 10: All Alberta and extra-provincial corporations must appoint an agent for service. The agent for service must be an individual with an Alberta physical location and mailing address. Use Item 10 to make any changes to the name or address of the **primary** agent for service shown in Item 9. If adding or changing information for an **alternate** agent for service, use the Change of Agent for Service or Change of Address for Agent for Service forms available from the Government of Alberta website.

Item 11 and 12: All Alberta corporations and for-profit extra-provincial corporations must provide shareholder information. If the corporation has not previously filed an annual return, Item 11 will be blank. Use Item 12 to make changes or corrections to the information in Item 11 or to add the names, addresses, and percentage of issued voting shares for any new shareholders.

- Shareholder information on this form must be current as of the annual return anniversary month.
- List the shareholders' names, addresses, and the percentage of voting shares held by each. If the shareholder is a corporation incorporated or registered in Alberta, indicate the Alberta corporate access number for that corporation.
- If there are more than four shareholders, list the four who hold the highest percentages of issued voting shares. The total percentages must add up to 100% unless there are more than four shareholders.
- If the corporation is a distributing corporation and cannot provide shareholder information, give the name and mailing address of the corporation's transfer agent.
- For extra-provincial **non-profit** corporations, provide the names and addresses of the corporation's members or directors or officers. When the information is for an officer, provide the officer's title within the corporation.

Item 15 and 17: Write the date this form was submitted to an authorized service provider, as well as the name and title of the person authorized to complete this form on behalf of the corporation.

Take your completed annual return to an authorized service provider for processing. A registration and service fee will apply. You will also need to present identification to the service provider. Find a service provider on the Government of Alberta website at <https://www.alberta.ca/find-business-registry.aspx>.

Instructions for non-profit companies registered under the *Companies Act* - Annual Returns, Section 162

1. Changes to the company's registered office, mailing address, or email address must be submitted to Corporate Registry for registration. Address forms are available on the Government of Alberta website. Go to <https://www.alberta.ca/registration-forms-non-profits.aspx>.
2. All Alberta non-profit companies must appoint an agent for service. The agent for service must be an individual with an Alberta physical location and mailing address. Use Item 10 to make any changes to the name or address of the **primary** agent for service shown in Item 9. If adding or changing information for an **alternate** agent for service, use the Change of Agent for Service or Change of Address for Agent for Service forms available from the Government of Alberta website.
3. Alberta **public** non-profit companies must include the following information with the annual return:
 - a. Copy of financial statement and auditor's report presented at the last annual general meeting.
 - b. Names and addresses of the company directors holding office as of the annual return anniversary month.
 - c. Companies with share capital: Names, addresses, and percentage of issued voting shares for four shareholders holding the highest percentages of issued voting shares.
4. Alberta **private** non-profit companies must include the following information with this form:
 - a. Names and addresses of the company directors holding office as of the annual return anniversary month.
 - b. Companies with share capital: Names, addresses, and percentage of issued voting shares for four shareholders holding the highest percentages of issued voting shares.
5. The annual return form must be signed and dated and include the name and title of the person authorized to submit the form on behalf of the company.
6. Mail or email the annual return and other information to Corporate Registry for processing. There is no fee.

Mailing address:	Email address:
Corporate Registry - Service Alberta	corp.reg@gov.ab.ca
Box 1007 Station Main	
Edmonton AB T5J 4W6	