

BUSINESS CORPORATIONS ACT

FORM 02

NOTICE OF REGISTERED OFFICE OR NOTICE OF CHANGE OF REGISTERED OFFICE

To the Registrar of Corporations:

1. _____
(corporation name)¹

2. The street address of registered office within the Northwest Territories is:

3. The street address of separate records office, if any within the Northwest Territories is:

4. The post office box designated as the address for service by mail, if any within the Northwest Territories is:

Dated this

D	D
---	---

 day of

M	M
---	---

, 20

Y	Y
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.

X

Authorized Original Signature of the Corporation

Name (type or print)

Title ("Director", "Officer" or "Solicitor")

FILED – Internal Use Only

Received

Registered

Barcode

File:

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Date:

Y	Y	Y	Y		M	M		D	D
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Signature: X

REGISTRAR OF CORPORATIONS

INSTRUCTIONS FOR COMPLETING THE FORM:

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Please complete all sections. Forms should be completed electronically whenever possible to take advantage of dropdown menus and the adequate space provided for entering information in the designated fields. If completing the form by hand, ensure all hand-printed text remains within the provided fields. Otherwise, the application may be considered unacceptable for registration.

Section 1
Provide the full legal name of the corporation registering its office or changing its registered office.
Section 2
Provide a complete postal and street address, including postal code of the registered office (not head office). The registered office must be a physical address located within the Northwest Territories. If a street address is not available, provide a physical location such as a house number or a legal property description (e.g., Lot, Block and Plan).
Section 3
If the corporation has a separate office location for its records , provide the postal and street address of that office, including postal code. Any separate records office must be located in the Northwest Territories . If a street address is not available, provide a physical location such as a house number or a legal property description (e.g., Lot, Block and Plan).
Section 4
If the corporation has a separate post office box (which is not a street address) designated as the address for service by mail, provide the post office box number and municipality including postal code. Any post office box must be located in the Northwest Territories .
Authorized Signature and Date
Include the full name of the authorized submitter, the submitter's signature, and the date of signing. Using the dropdown menu, select the submitter's title. The signature must not be a copy, stamp, or electronic signature.