

GUIDELINES AND FEE INFORMATION FOR: FORM 03 – ARTICLES OF AMENDMENT

All documents submitted to the Registrar must comply with Sections 2 to 8 of the *Business Corporations Regulations*.

No sections may be left blank; all sections must be completed with information or with “N/A”, if not applicable.

For additional requirements, please consult the *Business Corporations Act* (BCA) and *Business Corporations Regulations*.

- The completed form must be submitted in duplicate, together with the fee of **\$100.00**.

For any forms submitted to the Corporate Registry, the following rules apply:

- The original signed forms must be mailed or delivered by hand to the Corporate Registries office; faxes, email, or other electronic delivery will not be accepted.

Additional Considerations:

- If there has been a change to the Northwest Territories municipality specified in the Articles, a Notice of Change of Registered Office (Form 02) must be filed together with this Amendment.
- Unless changing to a number name (“numbered company”), **a change to the name** of the corporation will require an Application for Name Search and Reservation Form to either be submitted in advance or included with this Amendment, together with its prescribed fee of \$25.00.
- Any attachments as schedules must be clearly labelled as such, and must specify the section number(s) of the form to which they pertain.

Mail or deliver by hand to:

Corporate Registries
Government of the Northwest Territories
1st Floor Stuart M. Hodgson Building
5009 49th Street, PO Box 1320
Yellowknife, NT X1A 2L9

Phone: 1(867) 767-9304

Email: corporateregistries@gov.nt.ca

Hours of Operation: 9:30 AM to 4:00 PM Monday to Friday

Website: <https://www.justice.gov.nt.ca/en/nwt-corporations/>
