

GUIDELINES AND FEE INFORMATION FOR: FORM 05 – NOTICE OF CHANGE OF DIRECTORS

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.
- Changes of directors must be provided by submitting this Notice to the Corporate Registries office within 15 days after the change occurs.

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:

- Director addresses are not required to be located within the Northwest Territories.
- If this Notice accompanies an Annual Return (Form 17), a separate Notice of Directors must be submitted for any directors whose effective date(s) fall outside of the Annual Return timeframe.
- Any attachments as schedules must be clearly labelled as such, and must specify the section number(s) of the form to which they pertain.

Fee:

- No fee for this filing.

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/>
