



INSTRUCTIONS

Form 2: NOTICE OF REGISTERED OFFICE OR NOTICE OF CHANGE OF REGISTERED OFFICE *BUSINESS CORPORATIONS ACT*

NOTE: All documents sent to the Registrar must comply with sections 2 to 8 of the Business Corporations Regulations. If any part of a form does not apply, you must indicate this by specifying “not applicable”, by the abbreviation “N/A” or by a brief explanatory statement.

This Notice must accompany the Articles of Incorporation and a new Notice must be submitted within 15 days of any change in the registered office information.

Item 1 Set out the full legal name of the corporation.

Item 2 Set out a complete postal and street address, including postal code. If a street address is not available, a physical location such as a house number or a legal property description (e.g. Lot, Block and Plan) must be provided.

NOTE: The address of the registered office must be within the place that is specified in the Articles; otherwise an amendment (Form 3) is required in addition to this form.

Item 3 If the corporation is going to have a separate records office, set out a complete postal and street address, including postal code. If a street address is not available, a physical location such as a house number or a legal property description (e.g. Lot, Block and Plan) must be provided.

Item 4 If the corporation is going to have a post office box designated as the address for service by mail, set out the post office box, community and postal code. The post office box designated as the corporation’s address for service by mail cannot be designated as the corporation’s records office or registered office.

The Notice must be dated and signed by a director or officer of the corporation or the corporation’s solicitor. The title of the person signing the Notice must be stated.

NOTE: If the corporation is going to have a registered office at an address where the corporation does not carry on business, such as a solicitor’s office, the corporation must have the prior consent of a person at that address.

SUBMISSION GUIDELINES

Be sure to read the document titled [Corporate Registries –Submissions Guide](#) (available from our website) so you understand the process, requirements and advantages of submitting your registration via email, and other submission options. The guide also explains how to complete the forms, and how to scan any additional supporting documentation that may be required.