



INSTRUCTIONS
Form 5: NOTICE OF CHANGE OF DIRECTORS
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.

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

Item 2 a) This section should be completed for each person that has become a director of the corporation since the Notice of Directors or last Notice of Change of Directors was filed.

b) Set out the full first and last name of each director and his or her full residential address (street and postal 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.

c) The date (day, month and year) the person was elected or appointed a director should be set out.

Item 3 a) This section should be completed for each person that has ceased to be a director of the corporation since the Notice Of Directors or last Notice of Change of Directors was filed.

b) Set out the full first and last name of each director and his or her full residential address (street and postal 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.

c) The date (day, month and year) the person ceased to be a director should be set out.

Item 4 a) The names of all those persons who are currently directors of the corporation, including those listed in section 2 of the form should be set out here.

b) Set out the full first and last name of each director and his or her full residential address (street and postal 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.

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.

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.