



**INSTRUCTIONS**  
**Form 18: STATEMENT OF REGISTRATION EXTRA-TERRITORIAL CORPORATION**  
***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** If the legal name of the corporation does not comply with the corporate name provisions of the Act and an assumed name has been assigned or approved by the Registrar, the complete assumed name must be set out.

**Item 3** Check the applicable box.

**Item 4** 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. Please note that this is the address of the head office not the registered office.

**Item 5** Set out the full names of each of the directors of the corporation and their complete postal and street addresses, including postal code. If there is insufficient space on the form to list all the directors, attach a schedule of additional directors to the form and check the box to indicate that a schedule is attached.

**Item 6** Set out the full legal name and registration number of the corporation if it was ever incorporated or previously registered in Nunavut. This includes any prior names under which the corporation may have been incorporated or previously registered, including any pre-amalgamation names.

**Item 7** Attach the required documents to the Statement (see below).

The Statement must be signed by a director or officer of the corporation. The title of the person signing the Statement must be stated.

**OTHER DOCUMENTS**

The Statement must be accompanied by the following documents:

- a) Copy of the charter of the corporation (as defined in section 278 of the Act). The documents should be certified true by the appropriate official in the incorporating jurisdiction or be notarially certified under seal.
- b) Notice of Registered Office (Form 21).
- c) Name Search and Reservation form (if not submitted previously).
- d) Certificate of Status or Certificate of Good Standing from the incorporating jurisdiction dated not more than 30 days prior to the date of submission of the documents to the office of the Registrar.

**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.