



## INSTRUCTIONS

### Form 22: NOTICE OF CHANGE OF HEAD OFFICE 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.

This Notice must be submitted within 30 days of any change in the head office information of the corporation.

**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.

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.