



# Annual Return for Alberta and Extra-provincial Corporation

Public (when completed)

*Business Corporations Act*  
Sections 268 and 292

This information is collected, used, and may be publicly disclosed in accordance with s. 33(a,c), 39 (1)(a,c), and 40(1)(c,e,f) of the *Freedom of Information and Protection of Privacy Act*; the *Business Corporations Act*; and the *Common Business Number Act*. The information is required to confirm the corporation's ongoing existence and ownership. Questions can be directed to the Service Alberta Contact Centre at [cr@gov.ab.ca](mailto:cr@gov.ab.ca) or 780-427-7013 (toll-free 310-0000 within Alberta).

**1. Name of Corporation**

**2. Corporate Access Number**

**3. Business Number (optional)**

**4. Date of Formation/Registration yyyy-mm-dd**

**5. Annual Return Year yyyy**

**6. Amended Annual Return (if applicable)**

☐ This annual return amends the report previously filed for the year ending \_\_\_\_\_  
yyyy

**7. Current Corporation Address (Alberta corporations)/Agent for Service Address (Extra-provincial corporations)**

Street Address/Legal Land Description/Mailing Address

City or Town

Province

Postal Code

Email Address (mandatory)

☐ There has been a change to the corporation's address or agent for service address. It has not been previously reported to Corporate Registry. A Notice of Change of Address (for Alberta corporations) or Notice of Address Change for Agent for Service (for Alberta or Extra-provincial corporation) is attached to this form.

**8. Current Agent for Service (Alberta and Extra-provincial corporations)**

Last Name

First Name

Firm Name (optional)

☐ There has been a change to the corporation's agent for service. It has not previously been reported to Corporate Registry. A Notice of Change of Agent for Service is attached to this form.

**9. Notice of Change of Directors**

☐ There has been a change to the corporation's directors. It has not previously been reported to Corporate Registry. A Notice of Change of Directors is attached to this form.

**10. Current Shareholders: (select all options that apply)**

- ☐ There are no shareholder changes since the last reported.
- ☐ The name of a current shareholder(s) has changed since the last reported.
- ☐ The address of a current shareholder has changed since last reported.
- ☐ There has been a change of one or more shareholders since last reported.

The current shareholders, for the year ending \_\_\_\_\_, are listed below.  
yyyy

**Shareholder Name**

Last Name/Corporation Name

First Name

Middle Name

**Shareholder's New Name** (if applicable)

Last Name/Corporation Name

First Name

Middle Name

**Address**

Street/Mailing Address

City or Town

Province/State/Country

Postal/Zip Code

Corporate Access Number (if applicable)

**Percentage of Issued Voting Shares**

%

**Shareholder Name**

Last Name/Corporation Name

First Name

Middle Name

**Shareholder's New Name** (if applicable)

Last Name/Corporation Name

First Name

Middle Name

**Address**

Street/Mailing Address

City or Town

Province/State/Country

Postal/Zip Code

Corporate Access Number (if applicable)

**Percentage of Issued Voting Shares**

%

**Shareholder Name**

Last Name/Corporation Name

First Name

Middle Name

**Shareholder's New Name** (if applicable)

Last Name/Corporation Name

First Name

Middle Name

**Address**

Street/Mailing Address

City or Town

Province/State/Country

Postal/Zip Code

Corporate Access Number (if applicable)

**Percentage of Issued Voting Shares**

%

**11. Authorized Representative/Authorized Signing Authority for the Corporation**\_\_\_\_\_  
First Name\_\_\_\_\_  
Middle Name (optional)\_\_\_\_\_  
Last Name\_\_\_\_\_  
Relationship to Corporation\_\_\_\_\_  
Email Address\_\_\_\_\_  
Telephone Number (optional)\_\_\_\_\_  
Date of Submission yyyy-mm-dd\_\_\_\_\_  
Signature

# Annual Return for Alberta and Extra-provincial Corporation

## *Business Corporations Act*

### INSTRUCTIONS

Use this form when the original form sent to the corporation was not received or cannot be located. The completed form must be submitted to an authorized [Corporate Registry Service Provider](#). The authorized representative of the corporation must present their identification to the service provider in order to register this information.

The shareholder information on an annual return must be current as of the last day of the corporation's anniversary month. An amended annual return can be submitted when the most recently-filed annual return contained incorrect shareholder information.

A corporation must file an annual return every year, even if there have not been any shareholder changes. Failure to file the annual return could result in the corporation's dissolution or cancellation of registration.

- Item 1. Enter the full, legal name of the corporation. The corporation name appears on every certificate or document issued by the Registrar of Corporations.
- Item 2. Enter the corporate access number of the corporation. The corporate access number appears on every certificate or document issued by the Registrar of Corporations.
- Item 3. The Business Number may be supplied, if known.
- Item 4. Enter an Alberta corporation's date of formation or an Extra-provincial corporation's date of registration in Alberta. The date appears on the formation/registration certificate issued by the Registrar of Corporations.
- Item 5. Enter the annual return year end.
  - For an Alberta corporation, the annual return year end is the end of the anniversary of the month of incorporation or amalgamation.
    - e.g. If the corporation was incorporated on March 20, 2014, the annual return year ending is March 31 of each following year.
  - For an Extra-provincial corporation, the annual return year end is the end of the anniversary of the month of registration in Alberta.
- Item 6. Insert a checkmark in this space when the form is for an amended annual return, i.e. a document that provides correct, replacement information for a previously-filed annual return.
  - Enter the year for the annual return which is being replaced by this annual return.
  - When an amended annual return is for a year previous to the last annual return filed, send a signed copy of the amended annual return to directly to Corporate Registry for processing. Address: Box 1007 Station Main, Edmonton AB T5J 4W6.
- Item 7. Enter the current registered office/mailling address for an Alberta corporation or the current address of the agent for service for an Extra-provincial corporation.
  - When there has been a change of registered office/mailling address for an Alberta corporation, enter a checkmark and complete and submit a [Notice of Change of Address](#). Forms are available on the Government of Alberta website.
  - When there has been a change of address for the agent for service for an Alberta or Extra-provincial corporation enter a checkmark and complete and submit a [Notice of Address Change for Agent for Service for Alberta and Extra-provincial Corporation](#). Forms are available on the Government of Alberta website.
  - Enter the current email address. (mandatory)
  - When there has been a change of the corporation's email address, enter the new email address so the corporation will continue to receive a reminder to file its annual return.
- Item 8. All Alberta and Extra-provincial corporations must have an agent for service with a physical address located in Alberta. Enter the last and first name and firm name (optional) of the current agent for service for an Alberta or Extra-provincial corporation.
  - When there has been a change of agent for service for an Alberta or Extra-provincial corporation, enter a checkmark and complete and submit a [Notice of Change of Agent for Service for Alberta and Extra-provincial Corporation](#). Forms are available on the Government of Alberta website.
- Item 9. When there has been a change in the directors previously reported, enter a checkmark and complete and submit a [Notice of Change of Directors](#) or [Notice of Address Change for Directors](#). Forms are available on the Government of Alberta website.
- Item 10. Enter a checkmark in the appropriate box to indicate whether or not there are any changes since shareholder information was last reported.
  - Enter the full names and addresses, percentages of issued voting shares, and corporate access number (for corporation shareholders) for the current shareholders holding the four highest percentages of issued voting shares.

Item 11. Enter the first and last name of the authorized individual. The middle name is optional.

- Select the appropriate relationship to the corporation.
- Enter the telephone number of the signing authority.
- Enter the email address of the signing authority.
- Enter the date of submission.
- Ensure the form is signed.