

REMOTE SERVICE REQUEST FORM

REQUESTERS INFORMATION

LAST NAME		FIRST NAME	
ADDRESS			
CITY		PROV/STATE	POSTAL / ZIP
PHONE	FAX	E-MAIL ADDRESS	
PAYMENT TYPE (CIRCLE) VISA / M/C / CHEQUE / MO <small>MAIL IN SERVICE ONLY</small>		CREDIT CARD INFORMATION (IF APPLICABLE)	
DELIVERY METHOD (CHECK OFF PREFERENCE) <input type="checkbox"/> REGULAR MAIL/COURIER (ADDITIONAL FEE - CIRCLE) <input type="checkbox"/> E-MAIL (IF POSSIBLE) (NO ADDITIONAL FEE) <input type="checkbox"/> FAX (NO ADDITIONAL FEE) <input type="checkbox"/> LONG DISTANCE FAX (ADDITIONAL FEE)		CREDIT CARD NUMBER	
		ISSUED TO	
		EXPIRY DATE (MM/YY)	CVV (SECURITY CODE)
APPLICANT'S SIGNATURE (REQUIRED)		CREDIT CARD HOLDER'S SIGNATURE (REQUIRED IF APPLICABLE) I AUTHORIZE WEST-END / CALLINGWOOD REGISTRIES TO USE MY CREDIT CARD FOR THE SERVICES REQUESTED	

Notice Of Directors Or Notice Of Change Of Directors

Business Corporations Act
Sections 101, 108 and 276

1. Name of Corporation	2. Alberta Corporate Access Number

3. The following persons were appointed Director(s) on _____ :
year / month / day

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>	Are you a resident Canadian?
		Yes No <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

4. The following persons ceased to hold office as Director(s) on _____ :
year / month / day

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>

5. As of this date, the Director(s) of the corporation are:

Name of Director <i>(Last, First, Second)</i>	Mailing Address <i>(including postal code)</i>	Are you a resident Canadian?
		Yes No <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

6. To be completed only by Alberta Corporations:

Are at least half of the members of the Board of Directors resident Canadians? Yes No

Name of Person Authorizing <i>(please print)</i>	Telephone Number <i>(daytime)</i>	Date
Identification	Title <i>(please print)</i>	

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Research and Program Support, 3rd Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4, (780) 422-7330.

Notice Of Directors Or Notice Of Change Of Director

BUSINESS CORPORATIONS ACT

INSTRUCTIONS

This information is submitted to your authorized service provider for filing with the Registrar pursuant to the Business Corporations Act and must conform to Section 1 of the Regulations made under this Act.

- This form **should not** be used to submit a change of directors address.
- This form **is not** to be used by Alberta Societies.

Alberta Corporations:

Submit this information to your authorized service provider for filing with the Registrar:

- upon incorporation, continuance, or amalgamation
- within 15 days of any change.

New corporations, continuances, or amalgamations are to complete Items 1, 5, and 6.

For changes, complete Items 1, 2, 5 and 6, as well as Item 3 or 4, or Items 3 and 4, where applicable.

Extra-Provincial Corporations:

- Submit this information to your authorized service provider for filing with the Registrar within 1 month of any change.
- Complete Items 1, 2, and 5, as well as Item 3 or 4, or Items 3 and 4, where applicable.

Item 1. Enter the corporation's full legal name in Alberta.

Item 2. If this is for a change of directors you must enter the Alberta Corporate Access Number of this corporation.

It is printed on the top right-hand corner of the:

- Certificate of Incorporation
- Certificate of Continuance
- Certificate of Amalgamation
- Certificate of Registration.

Item 3. Enter the following information:

- date the director(s) were appointed
- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, check whether each director is or is not a resident Canadian.

If an Alberta corporation, a director must be an individual.

Item 4. Enter the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- date the director(s) ceased to hold office.

Item 5. Enter the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, indicate whether each director is or is not a resident Canadian.

Officer information is not required on this form.

Item 6. Alberta corporations only are to check (✓) the appropriate box. The Business Corporations Act requires at least half of the directors of an Alberta corporation to be resident Canadians.

Alberta and Extra-Provincial Corporations: The following information must be included:

- name of person authorizing (director/authorizing officer)
- title
- identification
- daytime telephone number

When the information is submitted to your service provider, identification of the authorized person/officer/director/declarant will be required.

NOTE: Due to limited space, an appropriate attachment adhering to Section 1 of the Regulations is acceptable. Attachments or schedules should clearly indicate which Item they pertain to.