

INSTRUCTIONS FOR THE DECLARATION OF USE OF BUSINESS NAME FORM

The business name declaration is to be completed by any person or company carrying on business in the Northwest Territories who is **currently** using a business name other than their own name or who is using their own name but with an element added which indicates that more than one person is operating the business. For example, a person operating a sole proprietorship under their own name "Jean Doe" need not register, but a person using the name "Jean Doe & Company" must register.

Please read the following instructions before completing the form:

- ◆ Print clearly or type.
- ◆ The business name user must sign the form in ink.
- ◆ The originally signed form must be forwarded by mail or by hand to Corporate Registries (faxed delivery is not acceptable).
- ◆ The full name of the business name user must be provided—initials as first names will not be accepted for registration.
- ◆ Ensure that the complete postal and street addresses are provided (including postal codes). If a street address is not available, some other form of physical address, such as a house number or legal description (Lot, Block and Plan) must be provided.
- ◆ The date the business name was first used cannot be a future date.
- ◆ The filing fee is \$50.00, made payable to the Government of the Northwest Territories.

NOTE REGARDING SECTION 49 OF THE PARTNERSHIP ACT:

While section 48 of the *Partnership Act* provides that a business name registration must be filed with Corporate Registries, it is section 49 that provides **when** it is to be filed. Section 49 provides:

49. The declaration referred to in section 48 must be filed within 60 days after the business name is first used.

Please note:

1. The declaration is filed **after** the business name is first used.

We cannot accept or review declarations for business names not yet in use (that includes post-dated applications); and

2. The business name user has **60 days** to file the declaration.

If you are concerned about your declaration being rejected or requiring changes, we suggest that you submit your declaration very soon after your first use of the business name.

Send requested information and fees to:

Postal Address

Corporate Registries
Department of Justice
Government of the Northwest Territories
PO Box 1320
Yellowknife NT X1A 2L9
Canada

Courier Address

Corporate Registries
Department of Justice
Government of the Northwest Territories
1st Floor, Stuart M. Hodgson Building
5009-49th Street
Yellowknife, NWT X1A 2L9
Canada