



INSTRUCTIONS FOR: Application to Register Partnership *Partnership and Business Names Act*

No spaces may be left blank; all spaces must be completed with applicable information. For additional requirements, please consult the *Partnership and Business Names Act* (PBA) and *Partnership and Business Names Regulations*.

- The completed form must be submitted in duplicate, together with the fee of **\$50.00**.
- Once your Partnership is registered, it **must be renewed every 4 years** in order to remain active.

For any forms submitted to the Corporate Registry, the following rules apply:

- ☒ Forms may be filled out by typing or neatly hand writing in ink.
- ☒ The original signed forms must be mailed or delivered by hand or mail to the Corporate Registries office; faxes, email, or other electronic delivery will not be accepted.

Additional Required Documents and Considerations:

- ☒ If not previously submitted, a Northwest Territories Application for Name Search and Reservation Form **must** be included, together with its prescribed fee of \$25.00.
- ☒ If you are an unincorporated business operating as a partnership within the Northwest Territories, **you must register** under the *Partnership and Business Names Act*. Registering defines your partnership as a legal entity; determining who can make decisions and who is liable for damages caused by the business.
- ☒ You **are only exempt** from registration if you conduct business using your own, exact legal names (e.g. if your names are "John Smith" and "Jane Smith", and you conduct business as "John and Jane Smith Consulting", you must still register; as your names are combined, and "Consulting" is not part of a personal legal name).

Mail or deliver by hand to:

Corporate Registries
Government of the Northwest Territories, Dept. of Justice
1st Floor Stuart M. Hodgson Building
5009 49th Street, PO Box 1320
Yellowknife NT X1A 2L9 Canada

Phone: 1(867) 767-9304
Toll Free: 1(877) 743-3302
Fax: 1(867) 873-0243
Email: corporateregistries@gov.nt.ca
Hours of Operation: 9:30 AM to 4:00 PM
Monday to Friday

Website: <https://www.justice.gov.nt.ca/en/business-names/>

Application to Register Partnership

Partnership and Business Names Act

- Section 1**
- Set out the **full name** of the partnership. This must appear **exactly** as the name provided in Section 1 of your Application for Name Search and Reservation.
 - Check the applicable box and ensure that, if not previously submitted and approved, the required Application for Name Search and Reservation and fee is attached and included.
- Section 2** Set out the complete names of the individual partners OR the partner corporations.
- If the partnership is to be registered to individuals, set out the complete first and last name of each individual; if the partnership is to be registered to incorporated partner companies, set out the full legal names of the corporations.
 - Set out the complete residential address of each individual, OR the complete address of the main office of each corporation, including postal and street address, and postal code. **A physical address must be provided**; 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 addresses are not required to be located within the Northwest Territories.
- Section 3** Set out the complete postal and street address **of the partnership**, 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 address is not required to be located within the Northwest Territories.
- Section 4** Set out the date of first use of the partnership name; the date may be today's date, or may be a past date. The date **may not** be set in the future.
- Section 5** Set out the nature of business the partnership engages in. The description may be brief, but must be clear; e.g. if "consulting" is offered, ensure that the nature of consulting is specified (business, technological, financial).
- Signatory Section** **All** partners must sign. The individual partners OR authorized Directors or Officers of the partnership corporations must date sign the form with their **original signature**. The signatures must **not** be copies, a stamps, or electronic signatures.