



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

No questions may be left unanswered. All questions must be answered by checking “yes” or “no”; spaces must be completed with information where applicable. 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**.
- Your Partnership **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 Considerations:

- ☒ If your Partnership registration **has already expired, you will need to re-register** by submitting a Northwest Territories Application for Name Search and Reservation - \$25.00, and an Application to Register Partnership - \$50.00.
- ☒ If you are an unincorporated business operating as a partnership within the Northwest Territories, **you must be registered**, per the *Partnership and Business Names Act*. Registration 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 be registered; as your names are combined, and "Consulting" is not part of a personal legal name).
- ☒ Any attachments as schedules must be clearly labelled as such, and must specify the section number(s) of the form to which they pertain.

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/>

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Section 1 Set out the **full name** of the partnership. This is the name which appeared on your Application to Register Partnership when registered with the Corporate Registries Office of the Northwest Territories. The name must be provided **on page 1 and on page 2**. If the partnership name has changed, the name provided in this section must be the partnership's name **prior** to the change.

Section 2 Set out the six digit registration number. This is the number which was assigned and provided to you by the Corporate Registries Office upon registration of your Partnership within the Northwest Territories.

Section 3 Check the applicable box.

- b. If "no" is checked, set out the **full current (new) name** of the partnership. This must appear **exactly** as the name provided in Section 1 of your Application for Name Search and Reservation.
- c. If not previously submitted and approved, check the box and ensure that the required Application for Name Search and Reservation and fee is attached and included.

Section 4 Check the applicable box. If "no" is checked, set out the complete current 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 5 Check the applicable box. If "no" is checked, set out the current 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).

PLEASE NOTE: for Sections 6 to 8, the following applies to names and addresses:

- If the partnership is registered to individuals, the **complete first and last name** of each individual must be set out; if the partnership is registered to incorporated partner companies, the **full legal names** of the corporations must be set out.
- Including postal and street addresses and postal codes, the **complete current residential address** of each individual, OR the **complete current address of the main office** of each corporation must be set out. **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.

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Section 6 Check the applicable box. If “no” is checked, set out the individual partners OR the partner corporations **to which the address change applies**.

(Refer to above note pertaining to **providing names and addresses** for Sections 6 to 8)

Section 7 Check the applicable box. If “no” is checked:

b. Set out the individual partners OR the partner corporations who **became** a partner.

c. Set out the individual partners OR the partner corporations who **ceased to be** a partner.

(Refer to above note pertaining to **providing names and addresses** for Sections 6 to 8)

Section 8 Set out the individual partners OR the partner corporations **who are currently** a partner.

(Refer to above note pertaining to **providing names and addresses** for Sections 6 to 8)

Signatory Section All partners must sign. The individual partners OR authorized Directors or Officers of the corporations using the business name must date sign the form with their **original signature**. The signature must **not** be a copy, a stamp, or an electronic signature.