

NORTHWEST TERRITORIES CORPORATE REGISTRY SEARCH INFORMATION

I NEED: a Certificate of Compliance/Good Standing/Status *AND/OR* Certified True copies

These cannot be obtained online. Requests can be submitted via email at: CorporateRegistries@gov.nt.ca or via fax at: (867) 873-0243. Please either include a Visa or Mastercard number with expiry and three digit CVC number from the back of the card; or include a phone number at which you can be reached for payment.

- \$20.00 per Certificate of Compliance/Good Standing/Status – the certificate can be emailed or picked up (for faxed copies, add \$2.00 per certificate).
- \$5.00 per Certified True certificate, plus \$1.00 per each certified page – We will either mail the certificate and Certified True copies to you, or hold for in-office pickup (Certified True copies will not be emailed or faxed).

I NEED: an information search *AND/OR* to obtain copies of documents

There are two options for conducting a search and/or obtaining copies of documents:

1. You can search the Corporate Registries Online System ([CROS](#))
 - No fee for basic search (includes entity name, entity type, file number, jurisdiction and status).
 - \$4.00 per full search profile, including detailed entity information and links to view/print copies of all documents on file with this office (located in the “Filings” section at the bottom of the entity profile page).
 - Entity profile and documents are accessible at no additional fee for 24 hours following full search.
2. We can conduct the search for you (typically conducted next business day)
 - \$4.00 per entity search.
 - Add \$1.00 per page for photocopies or scans via email, OR \$2.00 per page for faxed copies.

How to: search the Corporate Registries Online System (CROS)

- Entering the web address <https://www.justice.gov.nt.ca/app/cros-rsel/search> will bring you directly to the Corporate Registries Online System (CROS).
- A basic search can be conducted without a search account.
- For a full search profile, including detailed entity information and links to view/print copies of all documents on file with this office (located in the “Filings” section at the bottom of the entity profile page), click on **register** at the top right side of the CROS webpage. All fields indicated in red must be completed in order to create a search account.
- The system will not generate invoices for later payment via cheque or cash; creating a search account requires a valid Visa or Mastercard number as well as a valid email address (so the system can send you a receipt).
- Your search account also requires you to choose a pre-authorized maximum sum (the default amount is \$50). Make sure that the amount you choose does not exceed any limits which may be applicable to the Visa or Mastercard on the account.



When searching, be aware that the system is very specific.

For example, if an entity registered using the singular word “Accountant”, searching with the plural word “Accountants” will not provide a result which includes that entity. Also consider that a company name may be registered with symbols (& vs. and), periods (N.W.T. vs. NWT), diacritics/accents (É vs. E), or creative spelling (Xtra vs. Extra).

How to: ask the Corporate Registries Office to conduct a search for you

- Search requests can be made in person, emailed to CorporateRegistries@gov.nt.ca or faxed to (867) 873-0243
 - Make sure your request includes: the entity name, exactly what documents you require copies of (if any), and a valid Visa or Mastercard number with expiry and three digit CVC number from the back of the card; or a phone number at which we can reach you when we are ready to process the fee.
- We suggest that you provide a phone number regardless, in case of questions.

