INSTRUCTIONS FOR:
Form 18 - Statement of Registration of Extra-territorial Corporation

All documents submitted to the Registrar must comply with Sections 2 to 8 of the Business Corporations Regulations. No sections may be left blank; all sections must be completed with information or with “N/A”, if not applicable. For additional requirements, please consult the Business Corporations Act (BCA) and Business Corporations Regulations.

- Completed forms must be submitted in duplicate, together with applicable fee ($300.00 if carrying on business for gain, $100.00 if NOT carrying on business for gain).
- In addition to these instructions, a detailed guide to extra-territorially registering within the Northwest Territories is available on our website.

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:
- Form 21 – Notice of Registered Office
- If not previously submitted, an Application for Name Search and Reservation Form must be included, together with its prescribed fee of $25.00. This form is not required for federal corporations or for numbered companies.
- Notarially OR government certified true copies of all charter documents; this includes any amendments to articles or corporation name.
- A certificate of compliance/good standing from the corporation’s home jurisdiction, not more than 30 days old.
- 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/extraterritorial-corporations/
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Section 1  Set out the full legal name of the corporation. The name must comply with section 283 of the Business Corporations Act and the corporate names provisions of the Business Corporations Regulations.

Section 2  Only in the instance that the Registrar has advised that the legal name of the corporation does not comply with the corporate names provisions of the Regulations and has therefore assigned or approved an assumed name, set out the complete assumed name.

Section 3  Check the applicable box.

Section 4  Set out the complete postal and street address of the head office of the corporation, 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 head office is not required to be located within the Northwest Territories.

Section 5  Set out the complete first and last name of each director. Physical addresses must be provided; set out the complete residential postal and street addresses for each director, 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. Director addresses are not required to be located within the Northwest Territories.

Section 6  Only in the instance that the corporation was previously registered or incorporated within the Northwest Territories, set out the full legal name and the registration number. This includes any prior names under which the corporation may have been incorporated or previously registered within the Northwest Territories, and any pre-amalgamation name(s).

Section 7  Check the boxes accordingly and ensure that the required documents are attached. Note that the copies of the corporation’s charter documents (as defined in section 278 of the Act) must be certified true copies, certified either by a notary public OR by the governing jurisdiction (government certified true copies).

Signatory Section  A Director or Officer of the corporation must date and sign the form with their original signature; the title of the person signing must be provided. The signature must not be a copy, a stamp, or an electronic signature.