



## INSTRUCTIONS FOR:

# Form 19 - Cancel/Change Assumed Name | *Business Corporations Act* 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.
- This form is **only** applicable in the instance of Assumed Name use.

### 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, 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 the name change document(s) from the home jurisdiction (if applicable).
- 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](mailto: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/>

# Form 19 – Cancel/Change Assumed Name of Extra-territorial Corporation

- Section 1** Set out the **full legal name** of the corporation, **not** the assumed name. The name must comply with section 283 of the *Business Corporations Act* and the corporate names provisions of the *Business Corporations Regulations*.
- Section 2** Complete **either Section 2 OR Section 3**. This section should be completed if the corporation now wants to carry on business under the name **in which it was registered**. Set out the assumed name under which the corporation **has been** carrying on business, which the corporation now wants to **cancel**.
- Section 3** Complete **either Section 2 OR Section 3**. This section should be completed if the corporation wants to carry on business under a **different assumed name** than the one under which it is currently carrying on business. Set out the assumed name under which the corporation wants to carry on business.
- Section 4** Set out the reason(s) why the change is being requested.
- Signatory Section** A Director or Officer of the corporation or a Solicitor for 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.