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       Fax: 1(867) 873-0243
Toll Free: 1(877) 743-3302    Email: corporateregistries@gov.nt.ca

Hours of Operation: 9:30 AM to 4:00 PM Monday to Friday

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.