



INSTRUCTIONS FOR:

Form 21 - Notice of Registered Office OR | *Business Corporations Act* Change of Registered Office 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*.

- The completed form must be submitted in duplicate.
- Any change to the registered office information must be provided by submitting this Notice to the Corporate Registries office within 15 days of the change occurring.

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:

- All addresses on this form must be located within the Northwest Territories.**
- If the registered office is to be a location other than the corporation’s own place of business (e.g. a solicitor’s office), the corporation should always ensure that the person or persons at the location have consented to the use of the address for this purpose.

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/>

Form 21 – Notice of Registered Office OR Change of Registered Office Extra-territorial Corporation

Section 1 Set out the **full legal name** of the corporation.

Section 2 The registered office must **be a physical address located within the Northwest Territories**. Set out the complete postal and street address of the registered office, 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.

Section 3 If the corporation has a **separate post office box** (which is **not** a street address) designated as the address for service by mail, set out the post office box number and municipality; include the postal code. Any post office box **must be located within the Northwest Territories**.

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.