INSTRUCTIONS FOR:
Form 27 – Annual Return | Business Corporations Act
Extra-territorial Corporation

All documents submitted to the Registrar must comply with Sections 2 to 8 of the Business Corporations Regulations. No spaces may be left blank; all spaces 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, together with the fee of $100.00.
- The Annual Return must be submitted each year on or after the day and month of incorporation OR amalgamation in the corporation’s home jurisdiction.

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 Change of Registered Office (if applicable)
- Form 22 – Notice of Change of Head Office (if applicable)
- Form 23 – Notice of Change of Directors (if applicable)
- Notarially OR government certified true copies of any changes to the charter documents from the home jurisdiction (if applicable)

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
Website: https://www.justice.gov.nt.ca/en/extraterritorial-corporations/
Form 27 – Annual Return
Extra-territorial Corporation

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

Section 2 Set out:
- the month and the day on which the corporation incorporated OR amalgamated in its home jurisdiction;
- the year for which this **Annual Return** is applicable.

Section 3 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. If “no” is selected, indicating that information regarding the registered office in the Northwest Territories and/or postal office box designated as the address for service has changed since the last Notice filed with the Registrar, a Notice of Change of Registered Office (Form 21) **must be attached** and filed together with this Return.

Section 4 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. If “no” is selected, indicating that information regarding the head office has changed since the last Notice filed with the Registrar, a Notice of Change of Head Office (Form 22) **must be attached** and filed together with this Return.

Section 5 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. If “no” is selected; indicating that the charter and/or regulations of the corporation are not the same as those on file with the Registrar, all documents necessary to bring the records of the Registrar up to date **must be attached** and filed together with this Return.
Note that copies of the corporation’s charter and/or regulation 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).

Section 6 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. If “no” is selected; indicating that the directors have changed since the last Notice filed with the Registrar, a Notice of Change of Directors (Form 23) **must be attached** and filed together with this Return.
Note that a separate Notice of Directors must be submitted for any directors whose effective date(s) fall outside of the timeframe for this Annual Return (previous year to current year; based on the month, day, and year in Section 2).

Signatory Section The date in this section **may not** be before the date in Section 2. 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.