



## 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 **\$150.00**.
- 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  
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 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 post 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.