



INSTRUCTIONS FOR:

Changes to the Charter of an | *Business Corporations Act* Extra-territorial Corporation

All documents submitted to the Registrar must comply with Sections 2 to 8 of the *Business Corporations Regulations*. For additional requirements, please consult the *Business Corporations Act* (BCA) and *Business Corporations Regulations*.

- If there has been a **change to the name** of the corporation, documents must be submitted together with the fee of **\$100.00**.

Required Documents and Considerations:

- ☑ These instructions **do not** pertain to amalgamations or mergers, reinstatement or cancellation of extra-territorial registration, changes to the registered or head office, and/or changes of directors or director addresses.
- ☑ Changes to the charter documents (as defined in section 278 of the Act; e.g. certificate, articles) of an extra-territorial corporation must be submitted as **certified true copies**; certified either by a notary public OR by the governing jurisdiction (government certified true copies).
- ☑ If there has been a **change to the name** of the corporation, and 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.

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/>