INSTRUCTIONS FOR:
Changes to the Charter of an 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    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