



## INSTRUCTIONS FOR:

# Form 02 – Notice of Registered Office OR | *Business Corporations Act* Change of Registered Office

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 within the NWT), the corporation should always ensure that the person or persons at the location have consented to the use of the address for this purpose.
- In the case of a **change** to the registered office: if the NWT municipality will be **different** than the municipality within the Northwest Territories which is specified in the Articles, the prescribed fee and Articles of Amendment (Form 03) must be filed together with this Notice.

### 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/nwt-corporations/>

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- Section 1** Set out the **full legal name** of the corporation.  
In the case of an entity **newly** incorporating as a **number name** ("numbered company"), leave a blank space to the left hand side of the name, type or neatly hand write the words "Northwest Territories" or "N.W.T.", and add the legal element of your choice, such as Inc., Ltd., Corp. etc. (e.g. \_\_\_\_\_ N.W.T. Inc.).
- 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** office location for its records, set out the complete postal and street address of the separate records office, including postal code. Any separate records office must be **a physical address located within the Northwest Territories**. 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 4** 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 on the submitted form must not be a copy, a stamp, or an electronic signature.