



## INSTRUCTIONS FOR:

### Form 03 – Articles of Amendment | *Business Corporations Act*

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, together with the fee of **\$100.00**.

#### **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:**

- If there has been a change to the Northwest Territories municipality specified in the Articles, a Notice of Change of Registered Office (Form 02) must be filed together with this Amendment.
- Unless changing to a number name (“numbered company”), a **change to the name** of the corporation will require an Application for Name Search and Reservation Form to either be submitted in advance or included with this Amendment, together with its prescribed fee of \$25.00.
- Any attachments as schedules must be clearly labelled as such, and must specify the section number(s) of the form to which they pertain.

#### **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](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/>

## Form 03 – Articles of Amendment

**Section 1** Set out the **full legal name** of the corporation. If the amendment involves a change to the name of the corporation, the name provided in this section must be the corporation's name **prior** to the change.

**Section 2** Set out the changes to the Articles. Numbering and wording must be specific, and must align with numbering and wording of the Articles on file with the Registry; in any case of discrepancy, the Articles on file with the Registry are considered to be the governing document.

- Changes to the Articles of the corporation must be made in accordance with Sections 29 and 179 of the BCA.
- Amendments must each **specifically reference** and correspond with the appropriate provision of the Articles being amended (e.g. item, section, subsection, paragraph, clause, etc.), and exact wording must be used.
- If the amendment involves a change to the name of the corporation, the new name must comply with sections 10 and 12 of the *Business Corporations Act* and the corporate names provisions of the *Business Corporations Regulations*; OR
- if the amendment involves a change to **become a number name** ("numbered company"), when setting out the amendment, leave a blank space to the left hand side of the new 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.).
- If the amendment involves a change to the NWT municipality specified in the articles, only the municipality within the Northwest Territories must be noted; a complete specific address must **not** be provided.

**Signatory Section** A Director or Officer of 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.