



INSTRUCTIONS FOR:

Form 05 – Notice of Change of Directors | *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.
- Changes of directors must be provided by submitting this Notice to the Corporate Registries office within 15 days after the change occurs.

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:

- Director addresses are not required to be located within the Northwest Territories.
- If this Notice accompanies an Annual Return (Form 17), a separate Notice of Directors must be submitted for any directors whose effective date(s) fall **outside** of the Annual Return timeframe.
- 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
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/nwt-corporations/>

Form 05 – Notice of Change of Directors

Section 1 Set out the **full legal name** of the corporation.

Section 2 Set out the complete first and last name of each director who has **become** a director of the corporation since the last notice filed with the Registry.

- **Physical addresses must be provided**; set out the complete residential postal and street addresses for each director, 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.
- Set out the effective day: the month, day, and year on which the person became a director of the corporation.

Section 3 Set out the complete first and last name of each director who has **ceased to be** a director of the corporation since the last notice filed with the Registry.

- **Physical addresses must be provided**; set out the complete residential postal and street addresses for each director, 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.
- Set out the effective day: the month, day, and year on which the person ceased to be a director of the corporation.

Section 4 Set out the complete first and last name of each director who **is currently** a director of the corporation; **including** any persons who are listed in Section 2, and **excluding** any persons who are listed in Section 3.

- **Physical addresses must be provided**; set out the complete residential postal and street addresses for each director, 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.

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.