



## INSTRUCTIONS FOR:

# Form 06 – Notice of Change of Address 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.
- Any change to director address 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:

- Director addresses are not required to be located within the Northwest Territories.
- 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](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 06 – Notice of Change of Address 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 whose address has **changed** since the last notice filed with the Registry. **Physical addresses must be provided**; set out the complete **new** 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.