



INSTRUCTIONS FOR:

Form 07 – Restated Articles of Incorporation | *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**.
- Restated articles of incorporation must set out, without substantive change, the articles of incorporation as previously amended.

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:

- 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 07 – Restated Articles of Incorporation

- Section 1** Set out the **full legal name** of the corporation.
- Section 2** Set out **only the name of the municipality** within the Northwest Territories in which the registered office is to be situated; do not supply a specific address in this section.
- Section 3** Set out the details required by paragraph 6(1)(c) of the Act. You must include details of the rights, privileges, restrictions and conditions attached to each class of shares. All shares must be without nominal or par value and must comply with the provisions of Part V of the Act.
- Section 4** If restrictions are to be placed on the issue, transfer or ownership of shares of the corporation, the nature of the restrictions must be set out in this section.
- Section 5** State the fixed number OR minimum and maximum number of directors. If cumulative voting is permitted, the number of directors **must** be fixed; otherwise, a minimum and maximum number of directors may be stated.
- Section 6** If restrictions are to be placed on the business the corporation may carry on, the nature of the restrictions must be set out in this section.
- Section 7** As permitted by the Act or by law, set out any other provisions. These may be provisions set out in the bylaws of the corporation, which are to form part of the corporation's Articles, including any pre-emptive rights or cumulative voting provisions.
- 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.