



INSTRUCTIONS FOR: Form 17 – Annual Return | *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 **\$150.00**.
- The Annual Return must be submitted each year **on or after** the day and month of incorporation OR amalgamation.

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 Required Documents and Considerations:

- Form 02 – Notice of Change of Registered Office (if applicable)
- Form 05 – Notice of Change of Directors (if applicable)

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 17 – Annual Return

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

Section 2 Set out:

- the month and the day on which the corporation incorporated OR amalgamated;
- the year for which **this Annual Return** is applicable.

Section 3 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. **If “no” is selected**; indicating that information regarding the registered office, separate records office and/or post office box designated as the address for service has changed since the last Notice filed with the Registrar, a Notice of Change of Registered Office (Form 02) **must be attached** and filed together with this Return.

Section 4 Choose the applicable response and check the corresponding checkbox; **only one box** may be checked off. **If “no” is selected**; indicating that the directors have changed since the last Notice filed with the Registrar, a Notice of Change of Directors (Form 05) **must be attached** and filed together with this Return.

Note that a separate Notice of Directors must be submitted for any directors whose effective date(s) fall **outside** of the timeframe for this Annual Return (previous year to current year; based on the month, day, and year in **Section 2**).

Section 5 This box must **only** be checked “yes” if the corporation is a distributing corporation as defined in the Act; “a corporation that is a reporting issuer under Northwest Territories securities laws” (for example: is publicly traded; sells shares on a stock exchange).

Signatory Section The date in this section **may not be before** the date in Section 2. 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.