

GUIDELINES AND FEE INFORMATION FOR:

FORM 02

NOTICE OF REGISTERED OFFICE OR NOTICE OF CHANGE OF REGISTERED OFFICE

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 the registered office 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:

- The original signed forms must be mailed or delivered by hand to the Corporate Registries office; faxes, email, or other electronic delivery will not be accepted.

Additional Considerations:

- **All** addresses on this form must be located **within the Northwest Territories**.
- If the registered office is to be a location other than the corporation’s own place of business (e.g. a solicitor’s office within the NWT), the corporation should always ensure that the person or persons at the location have consented to the use of the address for this purpose.
- In the case of a **change** to the registered office: if the NWT municipality will be **different** than the municipality within the Northwest Territories which are specified in the Articles, the prescribed fee and Articles of Amendment (Form 03) must be filed together with this Notice.

Mail or deliver by hand to:

Corporate Registries
Government of the Northwest Territories
1st Floor Stuart M. Hodgson Building
5009 49th Street, PO Box 1320
Yellowknife, NT X1A 2L9

Phone: 1(867) 767-9304

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/>
