

For example, *Grande Prairie Women’s Residence Association* operates as (o/a) *Odyssey House*. *Wapiti Community Dorm Society* o/a *Rotary House*.

NUANS Report

Once your group has chosen a name you need to ensure it is not already in use by another organization. Obtaining a NUANS report will provide you with a list of the Alberta corporate and society names most similar to the name you want. You can obtain a NUANS report here: www.nuans.com

If you pursue a name that is similar to or includes that used by another organization or person, you are required to obtain written permission from the representatives associated with that name and submit it along with the NUANS report as part of your application for incorporation. The NUANS report is valid for 90 days.

**CHOOSING A NAME FOR YOUR ORGANIZATION**

Your name is your brand. It is important to select a name that is not only unique to your organization but also tells people what your organization is all about.

The Naming Formula

Corporate Registry has developed the following formula to help you craft a name that clearly communicates what you are and what you do:

Organization name = distinctive element + descriptive element + legal element.

For example, *John Smith White Water Rafting Memorial Foundation*.

Legal Name Versus Operating Name

You may wish to establish a legal name as well as a trade name or “doing business as” name. You may do so by filing a Declaration of Trade Name form with Corporate Registry.

STEP 1: SECURE FOUNDING MEMBERS

At least five (5) persons are required to form a Society.

STEP 2: CHOOSE A NAME

Your organization’s name should be unique and possess distinctive, descriptive and legal elements.

STEP 3: PURCHASE A NUANS REPORT

A NUANS report will reveal whether or not the name selected for your organization is already in use.

STEP 4: COMPLETE THE APPLICATION TO FORM A SOCIETY

The application form details the chosen purpose and structure of your society as defined by its “objects” and “bylaws,” respectively.

STEP 5: COMPLETE NOTICE OF ADDRESS OF SOCIETY FORM

Submit the form along with other required paperwork to Corporate Registry.

STEP 6: FILE WITH CORPORATE REGISTRY

Submit your NUANS report, application forms, and bylaws along with the application fee to Corporate Registries for approval. It’s response can take upwards of 5 months.

**YOUR GROUP’S NAME HERE**

**WHO CAN INCORPORATE?**

According to the Alberta Societies Act, a group of five (5) or more persons is eligible for incorporation as a not-for-profit society if:

It’s primary purpose is of **public benefit** and include activities that may be benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social, educational, agricultural, or sporting in nature;

It is not intent on carrying on any signifcant trade or busines; and,

It intends to use any surpluses realized from the activities of the organization solely for the purpose of promoting the objects of the organization.

It intends to operate solely in Alberta.

Incorporating As A Non-Profit Organization



Jasmin Greavett, CAPM | Community Development Officer

Community Development Unit | Northern Region

10320 99 Street | Grande Prairie, AB. | T8V 4J6

Cell: 780.296.5138 | Email: jasmin.greavett@gov.ab.ca

**SEND 2 COPIES**

**IN THE MAIL TO:**

**Service Alberta**

**Box 1007 Station Main E Edmonton, AB. T5J 4W6**



**PAPERWORK CHECKLIST**

* Request for Service Form (acts as a cover letter)
* NUANS Report
* Permission letter(s) from those sharing name likeness
* Application for Incorporation Form
* Bylaws
* Notice of Address for Societies
* $50 cheque payable to “Government of Alberta” or “Minister of Finance”

**CREATING BYLAWS**

Bylaws, the governing rules for your organization, form part of your application for incorporation package. It is important to spend time creating bylaws with the right balance of detail; one that provides a singular understanding of rules between members yet allows for flexibility in governance conduct over time.

Each organization will decide what level of detail is suitable for it’s bylaws; however, section 9(4a-j) of the *Societies Act* stipulates information that bylaws must cover at minimum. Organization’s may choose to copy clauses directly from the *Societies Act* to its bylaws, modify the clauses, or create new clauses to meet its unique needs and structure. Once the initial bylaws have been approved by Corporate Registry, they can only be changed upon special resolution of the membership.

Non-Profit Objects Versus Charitable Objects

Unlike Alberta Corporate Registry, Canada Revenue Agency (CRA) requires an organization’s Objects statement to clearly and specifically state each of its purposes. A detailed guide is available on the CRA Charities and Giving website. To be eligible for registration under the *Income Tax Act*, a purpose should generally identify three elements either expressly or implicitly through its context:

1. the charitable purpose category (relief of poverty, advancement of education, advancement of religion, or certain other purposes beneficial to the community in a way the law regards as charitable)
2. the means of providing the charitable benefit
3. the eligible beneficiary group

Should your organization intend to register for charitable status under the *Income Tax Act*, either now or down the road, it should be mindful not to contradict the criteria for charitable purpose when creating its Objects of Incorporation.

**DEFINING YOUR OBJECTS OF INCORPORATION**

The objects, or purpose, of an organization are the objectives it is created to achieve. To satisfy Corporate Registry’s requirements for incorporation as a non-profit society, your objects should explain, in 1-5 general sentences, how your organization intends to use any funding it may generate or receive. Once approved by Corporate Registry, the Objects are legally binding, unlike vision, mission and values.

For example, a community centre may state the following for its Objects of Incorporation, *“The establishment and operation of a community centre for the purposes of:*

*a) promoting the best interests of the community generally;*

*b) promoting interest in athletics, sports and recreation in the community and establishing and maintaining physical facilities and equipment for same; and,*

*c) such other complementary purposes not inconsistent with these objects.*

INCORPORATING A SOCIETY

[www.servicealberta.ca/Societies.cfm](http://www.servicealberta.ca/Societies.cfm)

SOCIETIES ACT

www.servicealberta.ca/Societies.cfm

NUANS REPORT

www.nuans.com

REQUEST FOR SERVICE FORM

www.servicealberta.gov.ab.ca/pdp/Forms/Corp\_Reg\_Serv\_Req.pdp

APPLICATION FOR INCORPORATION FORM

https://cfr.forms.gov.ab.ca/Form/REG3088.pdf

NOTICE OF ADDRESS FORM

https://www.servicealberta.ca/SoSocieti.cfm

* See dropdown menu beneath 3. Fill Out Forms

CRA: CHARITIES AND GIVING

www.canada.ca/en/services/taxes/charities.html





Useful Websites