{{p letter\_date\_insert }}

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| --- | --- |
|  | {% if corp.send\_ar\_letter\_by != “Mail” %}**SENT VIA EMAIL TO**{% endif %} |
| **{{ corp.name }}** | {% if corp.send\_ar\_letter\_by != “Mail” %}{% if ar\_email %}{{ar\_email}}{% else %}*email address not entered*{% endif %}{% endif %} |

{{ corp.mailing\_address }}

{{p letter\_attn\_insert}}

Dear {{ ar\_salutation }}:

{%p if not extra\_prov\_tf %}

**RE: {{ year }} Annual Return and Resolutions**

In order to meet the annual filing requirements set out in the ***Business Corporations Act ({{corp.incorp\_prov}}),*** we enclose the following for your attention:

1. {{ year }} Annual Return – Proof of Filing;
2. Annual Resolutions of the {{ director\_list|plural("Director/Directors") }};
3. Annual Resolutions of the {{ voting\_shareholder\_list|plural("Shareholder/Shareholders") }}{% if not corp.send\_ar\_letter\_by or corp.send\_ar\_letter\_by == “Email” %}; and{% else %};{% endif %}

{%p if corp.send\_ar\_letter\_by and corp.send\_ar\_letter\_by != “Email” %}

1. Stamped, self-addressed return envelope; and

{%p endif %}

1. Statement of Account.

Our annual account covers the following services:

a) Maintaining your registered office;

b) Receiving, reviewing and forward to you all mail sent to your registered office; and

c) Preparing and filing your annual returns and resolutions as required under the Business Corporations Act.

**Please arrange for the enclosed Resolutions to be signed and dated.** Before completing the enclosed Resolutions, please check the information contained in them and make sure it is correct. **After the enclosed Resolutions are signed, please return them to our offices for filing in the minute book.**

We confirm that, after we receive these documents from you, the corporation will be in good standing in relation to the matters for which we are responsible. We trust that your accountants reported to you about the matters for which they are responsible.

{%p else %}

**RE: {{ year }} Annual Return (Extra Provincial Corporation)**

In order to meet the annual filing requirements set out in the *Business Corporations Act* ({{corp.incorp\_prov}}),we enclose our Statement of Account for your attention.

We wish to point out the following provisions of the *Business Corporations Act* ({{corp.incorp\_prov}}) regarding Extra-Provincial Corporations:

1. A registered Extra-Provincial Corporation is required in each year on or before the last day of the month immediately following its anniversary month, to send to the Registrar a return in the prescribed form. "Anniversary month" means the month in each year that is the same as the month in which a Certificate of Registration was issued.

2. A notice must be sent to the Registrar in the prescribed form of any change in the address of the Corporation’s head office in or outside of Alberta within one month after the effective date of the change. However, no such notice is required if the effective date of the change occurs in its anniversary month or the month following and the change is reflected in the Annual Return required to be filed.

3. An Extra-Provincial Corporation shall also send to the Registrar a notice in the prescribed form of any change in the membership of the Board of Directors, Board of Management or other governing body within one month after the effective date of the change. The notice shall contain the address and occupation of each new Director.

4. An Extra-Provincial Corporation shall also send to the Registrar a certified copy of any instrument effecting an amalgamation of the Extra-Provincial Corporation. If the amalgamated Extra-Provincial Corporation wishes to be registered in Alberta, it must provide the Registrar with a Statement of Amalgamation in the prescribed form and the prescribed fee, within one month after the effective date of the amalgamation.

5. A registered Extra-Provincial Corporation shall send to the Registrar a certified copy of each amendment to its charter within one month after the effective date of the amendment. If the amendment to its charter affects the name of the Corporation under which it is registered, the certified copy of the amendment must be accompanied by a document relating to corporate names prescribed by the regulations, except for Canada Corporations, together with the prescribed fee.

6. A registered Extra-Provincial Corporation that ceases to carry on business in Alberta is required to send a notice to that effect to the Registrar.

In our capacity as your solicitors, we act, from time to time, as your agent in connection with disbursements or charges we consider necessary in the conduct of legal services. In the event that Revenue Canada may determine that we have not acted as your agent in respect of any such disbursements or charges as agency disbursements, then you will be responsible for all additional GST charges that may be applicable thereto.

The above provides you with a brief non-exhaustive summary of the requirements affecting your Corporation in the Province of Alberta. Please contact us regarding your own specific changes from time to time. We trust you will find the same to be satisfactory.

{%p endif %}

{{p letter\_closing\_insert }}