|  |  |
| --- | --- |
| {% if min\_book %}Alberta {% else %}{% endif %} | **Notice of Agent for Service /Change of Agent for Service for Alberta and Extra-provincial Corporation** |
| Public (when complete) *Business Corporations Act* | |

*Sections 20.1, 20.2, 280 and 288*

This information is collected, used and may be publicly disclosed in accordance with s. 33(a,c), 39(1)(a,c) and 40(1)(c,e,f) of the *Freedom of Information and Protection of Privacy Act*, the *Business Corporations Act* and the *Common Business Number Act*. It is required to register or update an Alberta or extra-provincial corporation’s agent for the purpose of notice and service. Questions can be directed to the Service Alberta Contact Centre at cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

|  |  |  |
| --- | --- | --- |
| 1. **Name of Corporation** | 2. **Corporate Access Number** | 3. **Business Number** (optional) |
| **{{corp.name|upper}}** | **{{corp.access\_number}}** | **{{corp.bin}}** |

4. **Agent for Service** (Select the appropriate option)

{%p if info\_reqd.service\_action == “Appointment" and info\_reqd.service\_prim\_alt == "Primary" %}

Appointment of primary agent for service

{%p else %}

Appointment of primary agent for service

{%p endif %}

{%p if info\_reqd.service\_action == “Change" and info\_reqd.service\_prim\_alt == "Primary" %}

Change of primary agent for service

{%p else %}

Change of primary agent for service

{%p endif %}

{%p if info\_reqd.service\_action == “Appointment" and info\_reqd.service\_prim\_alt == "Alternate" %}

Appointment of alternate agent for service

{%p else %}

Appointment of alternate agent for service

{%p endif %}

{%p if info\_reqd.service\_action == “Change" and info\_reqd.service\_prim\_alt == "Alternate" %}

Change of alternate agent for service

{%p else %}

Change of alternate agent for service

{%p endif %}

{%p if info\_reqd.service\_action == “Resignation" %}

Resignation of {{info\_reqd.agent\_name}} as {{info\_reqd.agent\_role}}

Date of Resignation (yyyy-mm-dd) {{info\_reqd.service\_date}}

{%p if info\_reqd.service\_notice == 'on' %}

The agent for service confirms that a 60-day resignation notice has been given to the corporation at its registered office/head office.

{%p else %}

The agent for service confirms that a 60-day resignation notice has been given to the corporation at its registered office/head office.

{%p endif %}

{%p else %}

Resignation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Resignation (yyyy-mm-dd) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The agent for service confirms that a 60-day resignation notice has been given to the corporation at its registered office/head office.

{%p endif %}

{%p if info\_reqd.service\_action == “Revocation” %}

Revocation of {{info\_reqd.agent\_name}} as {{info\_reqd.agent\_role}}

Date of Revocation (yyyy-mm-dd) {{info\_reqd.service\_date}}

{%p else %}

Revocation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Revocation (yyyy-mm-dd) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{%p endif %}

{%p if info\_reqd.service\_action in ['Appointment', 'Change'] %}

|  |  |  |  |
| --- | --- | --- | --- |
| 5. **The corporation has appointed** | {{info\_reqd.agent\_first}} | {{info\_reqd.agent\_middle}} | {{info\_reqd.agent\_last}} |
|  | First Name | Middle Name (optional) | Last Name |

|  |  |  |  |
| --- | --- | --- | --- |
| of | {% if 'u' in info\_reqd.service\_agent %}{{firm\_name}}{% endif %} | as the corporation’s | {{info\_reqd.agent\_role}} |
|  | Firm Name (optional) |  |  |

Date of Appointment (yyyy-mm-dd) {{info\_reqd.service\_date}}

6. **Full Address of Agent for Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Address/ Legal Land Description/Mailing Address | City or Town | Province | Postal Code |
| {{info\_reqd.agent\_street1}}{% if info\_reqd.agent\_street2 %}  {{info\_reqd.agent\_street2}}{% endif %} | {{info\_reqd.agent\_city}} | {{info\_reqd.agent\_province}} | {{info\_reqd.agent\_postal}} |

|  |
| --- |
| Email Address (mandatory) |
| {{ info\_reqd.agent\_email }} |

7. **Consent to act as Agent for Service**

|  |  |
| --- | --- |
| {{info\_reqd.agent\_name}} | has consented to act as the |
| Name of Agent for Service (first, middle, last) |  |

agent for service of the above named corporation.

{%p else %}

|  |  |  |  |
| --- | --- | --- | --- |
| 5. **The corporation has appointed** |  |  |  |
|  | First Name | Middle Name (optional) | Last Name |

|  |  |  |  |
| --- | --- | --- | --- |
| of |  | as the corporation’s |  |
|  | Firm Name (optional) |  |  |

Date of Appointment (yyyy-mm-dd)

6. **Full Address of Agent for Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Address/ Legal Land Description/Mailing Address | City or Town | Province | Postal Code |
|  |  |  |  |

|  |
| --- |
| Email Address (mandatory) |
|  |

7. **Consent to act as Agent for Service**

|  |  |
| --- | --- |
|  | has consented to act as the |
| Name of Agent for Service (first, middle, last) |  |

agent for service of the above named corporation.

{%p endif %}

8. **Authorized Representative/Authorized Signing Authority for the Corporation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| {{lawyer.first\_name}} |  | {{lawyer.middle\_name}} |  | {{lawyer.last\_name}} |
| First name |  | Middle Name (optional) |  | Last Name |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Solicitor |  | {{lawyer.email}} |  | {{lawyer.phone}} |
| Relationship to Corporation |  | Email Address (optional) |  | Phone Number (optional) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date of submission (yyyy-mm-dd) |  | Signature |