



Canada Business Corporations Act (CBCA)
FORM 3
CHANGE OF REGISTERED OFFICE ADDRESS
(Section 19)

1 - Corporate name

2 - Corporation number

3 - Address of registered office (must be a street address, a P.O. Box is not acceptable)
Number and street name:
City: Province / Territory: Postal Code:

4 - Additional address
Care of:
Number and street name:
City: Province / Territory: Postal Code:

5 - Declaration
I hereby certify that I have relevant knowledge of the corporation, and that I am authorized to sign this form.
Signature:
Print name: Telephone number:
Note: Misrepresentation constitutes an offence and, on summary conviction, a person is liable to a fine not exceeding \$5000 or to imprisonment for a term not exceeding six months or to both (subsection 250(1) of the CBCA).

Instructions FORM 3 CHANGE OF REGISTERED OFFICE ADDRESS

There is no fee for this service.

You can also use our Online Filing Centre (corporationscanada.ic.gc.ca) to make these changes.

You are providing information required by the CBCA. Note that both the CBCA and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Subsection 19(4) of the *Canada Business Corporations Act* (CBCA) requires a corporation to send Form 3 to Corporations Canada within 15 days of any change to its registered office address.

If the registered office address changes to another province, this form must be accompanied by Form 4 - Articles of Amendment and the fee of \$200 (paragraph 173(1)(b) and subsection 177(1) of the CBCA).

Item 4

An additional address is useful for a corporation that wants to receive annual return reminder notices and other correspondence from Corporations Canada at an address that is different from its registered office address. If a corporation provides us with an additional address, we will send annual return reminder notices to the additional address instead of to the registered office address. However, if you have already subscribed to the Annual Return Reminder Emails service, an additional address is probably not necessary.

Item 5

This form must be signed by an individual who has relevant knowledge of the corporation and who is authorized by the directors. For example:

- A director of the corporation
- An authorized officer of the corporation
- An authorized agent

For more information, consult Corporations Canada Website (corporationscanada.ic.gc.ca) or call toll-free (within Canada) **1-866-333-5556** or (from outside Canada) **(613) 941-9042**.

Send documents:

By mail: Corporations Canada
235 Queen Street
Ottawa, Ontario K1A 0H5

By facsimile: (613) 941-4803

By e-mail: corporationscanada@ic.gc.ca