

ANNEX 1

**Sample Letter to Corporations Canada for
Amending the Place of the Head Office**

Date:

Corporate Number:

To: Corporations Canada
Industry Canada
9th Floor, Jean Edmonds Towers South
365 Laurier Avenue West
Ottawa, Ontario K1A 0C8

Option 1

Enclosed are:

1. A copy of a single purpose by-law amending the place of the head office certified under the seal of the corporation; and
2. A copy of the *Canada Gazette* notice.

The street address of the head office is:

Option 2

Enclosed is a copy of a single purpose by-law amending the place of the head office certified under the seal of the corporation.

We confirm that notice of this change [will be published in the *Canada Gazette* / was published in the *Canada Gazette* on _____, 20 __.] (The notice must be bilingual.)

I hereby certify that I have the relevant knowledge of the corporation and that I am authorized to sign and submit this application.

SIGNED: _____
Authorized officer (e.g., President)

NAME: _____ (Corporate Seal)

ADDRESS:

TELEPHONE NUMBER: