Industry Canada | Industrie Canada
Corporations Canada | Corporations Canada

Form 3

Change of Registered Office Address

(Section 19 of the CBCA)

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.

INSTRUCTIONS

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

5 Declaration

This form may be signed by any individual who has the relevant knowledge of the corporation and who is authorized by the directors (subsection 262.1(2) of the CBCA).

For example:

- a **director** of the corporation;
- an **authorized officer** of the corporation; or
- an **authorized agent**.

General

If you require more information, please visit the Forms, Policies, Fees and Legislation section of our Web site at **http://corporationscanada.ic.gc.ca** or contact us at (613) 941-9042 or toll-free at 1 866 333-5556.

1 Corporation name

2 Corporation number (as it appears on the certificate)

3 New registered office address (must be a street address)

NUMBER AND STREET NAME

CITY | PROVINCE/TERRITORY | POSTAL CODE

4 Mailing address (if different from the registered office)

SAME AS ABOVE ☐

ATTENTION OF

NUMBER AND STREET NAME

CITY | PROVINCE/TERRITORY | POSTAL CODE

5 Declaration

I hereby certify that I have the relevant knowledge of the corporation, and that I am authorized to sign and submit 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 both (subsection 250(1) of the CBCA).

File documents online:

Corporations Canada Online Filing Centre:
http://corporationscanada.ic.gc.ca

Or send documents by mail:

Director, Corporations Canada
Jean Edmonds Tower South
9th Floor
365 Laurier Ave. West
Ottawa ON K1A 0C8

By Facsimile:

(613) 941-0999

Canada