



**Canada Business Corporations Act (CBCA)**  
**FORM 2**  
**INITIAL REGISTERED OFFICE ADDRESS AND FIRST BOARD OF DIRECTORS**  
**(Sections 19 and 106)**  
**To be filed with Articles of Incorporation, Amalgamation or Continuance**

**1 - Corporate name**

**2 - Address of registered office** (must be a street address; a P.O. Box is not acceptable)

Number and street name : \_\_\_\_\_

City : \_\_\_\_\_ Province or territory : \_\_\_\_\_ Postal code : \_\_\_\_\_

**3 - Additional address**

Care of : \_\_\_\_\_

Number and street name \_\_\_\_\_

City : \_\_\_\_\_ Province or territory : \_\_\_\_\_ Postal code : \_\_\_\_\_

**4 - Members of the board of directors**

FIRST NAME	LAST NAME	ADDRESS (a P.O. Box is not acceptable)	CANADIAN RESIDENT (Yes / No)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**5 - Declaration**

I hereby certify that I am an incorporator of the new corporation, or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the CBCA.

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 2 INITIAL REGISTERED OFFICE ADDRESS AND FIRST BOARD OF DIRECTORS

You are providing information required by the *Canada Business Corporations Act* (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 CBCA requires a corporation to send a Form 3 to Corporations Canada within 15 days of any change to its registered office address.

Subsection 113(1) of the CBCA requires a corporation to send a Form 6 to Corporations Canada within 15 days of any change to its Board of directors.

### Item 2

The registered office is where official documents will be served on the corporation and where the corporate records must be kept. When choosing a registered office address, make sure it is an address where the corporation will receive any documents that are sent to that address because, legally, they will be assumed to have been received by the corporation. **The registered office address of a corporation, even if it is also a residential address, is corporate information that is public and will be published on the Corporations Canada website\*.**

### Item 3

An additional address is optional. You may want to provide an additional address if someone else (For example: a lawyer or an accountant) will be filing annual returns on behalf of the corporation. That person will receive our reminder notices.

### Item 4

Directors must provide a **residential address** or an **address for service** that is not their residential address. An address for service is an address where legal documents must be accepted by the director or someone on the director's behalf. **The names and addresses of the directors of a corporation, even if the address of a director is also a residential address, are corporate information that is public and will be published on the Corporations Canada website\*.**

At least 25 per cent of the directors of a corporation must be Canadian residents. If a corporation has less than four directors, at least one director must be a Canadian resident (subsection 105(3) of the CBCA). However, there may be another statute that requires a higher percentage. For example, the board of directors of corporations operating in uranium mining, book publishing and distribution, book sale or film and video distribution must be comprised of a majority of Canadian residents (subsection 105(3.1) of the CBCA and section 16 of the CBCA Regulations).

If the corporation is a "distributing" corporation, there must be at least three directors.

If the space available is insufficient, please attach a schedule to the form.

### Item 5

In the case of an incorporation, this form must be signed by an incorporator. If an incorporator is a corporation, this form must be signed by an individual authorized by that corporation. In the case of an amalgamation or continuance (import), this form must be signed by a director or an authorized officer of the corporation continuing into or amalgamating under the CBCA.

\*For details on the public availability of corporate information, consult "**Public Disclosure of Corporate Information**", available on the Corporations Canada website.

For more information, consult the Corporations Canada website ([corporationscanada.ic.gc.ca](http://corporationscanada.ic.gc.ca)) or call toll-free (within Canada) **1-866-333-5556** or (from outside Canada) **613-941-9042**.

Send documents:

By e-mail: [IC.corporationscanada.IC@canada.ca](mailto:IC.corporationscanada.IC@canada.ca)

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