



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

1 - Corporate name

2 - Corporation number

<input type="text"/>	-	<input type="text"/>
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3 - If the registered office address has changed, enter it here (must be a street address; a P.O. Box is not acceptable)

Number and street name: _____

City: _____ Province or territory: _____ Postal code: _____

4 - If the additional address has changed, enter it here

Care of: _____

Number and street name: _____

City: _____ Province or 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 *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 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 3

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 4

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

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 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) 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

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