

Change of Head Office (NWPTA)

Overview - Change Head Office (NWPTA)

Filing a Change of Head Office (NWPTA)

The following overview provides the information you need to file a Change of Head Office. For business or legal advice, you should go to a small business consultant or a lawyer.

Click on a particular topic of interest below, or read the whole guide using the scroll bar.

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Background

A BC Company that is registered in Alberta and/or Saskatchewan as an extraprovincial company must submit any changes to its head office information to the Alberta Registry and/or Saskatchewan Corporate Registry.

This transaction will submit the new head office address to the Alberta Registry and/or Saskatchewan Corporate Registry on your behalf.

For more information, read the [Frequently Asked Questions](#).



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Important Information


There are no statutory filing fees associated with this filing. The Alberta fees were eliminated by the Trade, Investment and Labour Mobility Agreement. The Saskatchewan fees were eliminated by the New West Partnership Trade Agreement.



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Getting Started

Before you begin, ensure you have the following information on hand:

1	The company's incorporation number or business number.
2	The company's password.  If the company does not yet have a password, you can create one .
3	The mailing address of the BC company's head office in Alberta. This is the mailing address of the BC company's head office in Alberta. The company's head office address may be the same as the company's registered and records office in BC. It must be a postal mailing address including a postal code. It can be a P.O. Box or a physical location.

If the mailing address is outside of Canada and the USA then a postal code and province or state is not required.

4 The mailing and delivery addresses of the BC company's head office in Saskatchewan.

These are the mailing and delivery addresses of the BC company's head office to be used by the Saskatchewan Registry. It must be a physical location accessible to the public and cannot be a P.O. Box.

If the mailing address is outside of Canada and the USA then a postal code and province or state is not required. For certain types of addresses, such as a legal land description, a postal code may not be available. In that case, the postal code may be left blank.

While you are completing the form, you can view a draft of all the information you have entered by clicking "View Draft Filing" from the left sidebar. To view the document, you require Adobe Acrobat Reader.



THIS INFORMATION IS INTENDED AS A GUIDE ONLY AND SHOULD BE READ IN CONJUNCTION WITH THE [BUSINESS CORPORATIONS ACT](#) AND THE [REGULATION](#) UNDER THE BUSINESS CORPORATIONS ACT