

Register a BC Company with a New West Partner (NWPTA)

Overview - Register a BC Company with a New West Partner (NWPTA)

Registering a BC Company in Alberta and/or Saskatchewan

The following overview provides the information you need to register your BC company in Alberta and/or Saskatchewan. For business or legal advice, you should go to a small business consultant or a lawyer.

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Background

The New West Partnership Trade Agreement (NWPTA) provisions affecting registration of extraprovincial companies is now in effect. It enhances the previous agreement, the Trade, Investment and Labour Mobility Agreement. This new agreement requires the Alberta Registry (Service Alberta) to facilitate the registration of an Alberta Company as an extraprovincial company in BC. As well, this agreement requires the Saskatchewan Corporate Registry to facilitate the registration of a Saskatchewan company as an extraprovincial company in BC.

If you are a BC Company and doing business in Alberta and/or Saskatchewan you will need to register there as an extraprovincial company.

This transaction allows an existing BC Company to submit information to register the company in Alberta and/or Saskatchewan as an extraprovincial company.

Alberta Extraprovincial Registration

You must ensure you have a valid NUANS search report before you can use this transaction to register in Alberta.



If the BC Company is using its incorporation number as its name, there is no requirement to complete a NUANS search report in Alberta. Numbered company names are always in the prescribed format of "1234567 B.C. LTD."

The information you will need to enter is the company's head office

address and the name and address of the attorney(s) that have been appointed in Alberta to represent the company there and to receive legal notices.

Confirmation of the registration in Alberta will be issued to the attorney in Alberta.

Saskatchewan Extraprovincial Registration

You must ensure you have a valid Saskatchewan name search report before you can use this transaction to register in Saskatchewan.



If the BC Company is using its incorporation number as its name, there is no requirement to complete a Saskatchewan name search report in Saskatchewan. Numbered company names are always in the prescribed format of "1234567 B.C. LTD."

The information you will need to enter is the company's head office address and the name and address of the attorney(s) that have been appointed in Saskatchewan to represent the company there and to receive legal notices.

Confirmation of the registration in Saskatchewan will be issued to the attorney in Saskatchewan.

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



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Important Information

Doing Business in Alberta

Before you can register you must be an active BC company and have obtained a NUANS Search Report to ensure the name you use in BC is also available in Alberta. If you need to get a NUANS Search Report, contact the BC Registry Services preferred service provider, Dye & Durham, at 1-800-661-1811 or 604 257-1811, or [visit their website](#).

The staff of Names Unit can facilitate the NUANS search report on your behalf if you want the search carried out. The cost for a NUANS search is \$32.00 (effective August 1, 2013).

Instructions on how to register in Alberta will be included in the "Results of Name Request" emailed to you along with the results of the NUANS search report.

There are no statutory filing fees associated with this filing. These fees were eliminated by the Trade Investment and Labour Mobility Agreement.

A BC company registers in Alberta because it is doing business in that province. There is no need to register if you are not doing business in that jurisdiction.

The Alberta Registry will issue confirmation of the registration.

Doing Business in Saskatchewan

Before you can register you must be an active BC company and have obtained a Saskatchewan Name Search Report to ensure the name you use in BC is also available in Saskatchewan. If you need to

get a Name Search Report, contact the Saskatchewan Corporate Registry at 306 787-2962.

The staff of Names Unit can facilitate the Saskatchewan name search report on your behalf if you want the search carried out. The cost is \$50.00.

Instructions on how to register in Saskatchewan will be included in the "Results of Name Request" emailed to you along with the results of the Saskatchewan name search report.

There are no statutory filing fees associated with this filing. These fees were eliminated by the New West Partnership Trade Agreement (NWPTA).

A BC company registers in Saskatchewan because it is doing business in that province. There is no need to register if you are not doing business in that jurisdiction.

The Saskatchewan Corporate Registry will issue confirmation of the registration.



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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	If you are registering in Alberta, you will also need the following to complete the registration portion of this transaction:
	<ul style="list-style-type: none">▪ A current Alberta NUANS number This is an up to 9 digit number and is usually displayed in the upper left hand corner of the NUANS search report as well as the "View Details" in the Name Requests Online system.  If the BC Company is using its incorporation number as its name, there is no requirement to complete a NUANS search report in Alberta.▪ An Alberta NUANS "valid until" date This date is displayed on the NUANS search report, usually in the lower left hand corner, as well as the "View Details" in the Name Requests Online system. The search report is valid for 90 calendar days.▪ 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.▪ The name and address of the attorney(s) appointed in Alberta.<ul style="list-style-type: none">• Attorney must be an individual (not a company or firm).• There must be one primary attorney, but you can also have one alternate attorney.• The attorney's address must be a physical address where the attorney can receive legal notices.• If the mailing address is different from the physical address, the mailing address must also be included.• The name of the firm can be included as well.

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If you are registering in Saskatchewan, you will also need the following to complete the registration portion of this transaction:

- **A current Saskatchewan name search number**
This is an up to 8 digit number in the format of 123456-1. It is displayed in "View Details" in the Name Requests Online system.

 If the BC Company is using its incorporation number as its name, there is no requirement to complete a name search report in Saskatchewan.
- **A Saskatchewan Name Search "valid until" date**
This date is displayed in the Saskatchewan name reservation letter as well as in the "View Details" in the Name Requests Online system. The search report is valid for 90 calendar days.
- **The mailing and delivery addresses of the BC company's head office in Saskatchewan.**
The company's head office addresses may be the same as the company's registered and records office in BC.
- **The name and address of the attorney(s) appointed in Saskatchewan .**
 - Attorney must be an individual (not a company or firm).
 - There must be at least one attorney.
 - The attorney's address must be a physical address where the attorney can receive legal notices.
 - If the mailing address is different from the physical address, the mailing address must also be included.
 - The name of the firm can be included as well.

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.



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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