

Oliver Square Registries Ltd.  
**CORPORATE FILING REQUEST FORM**

DATE: \_\_\_\_\_

<i>Client Name and Address:</i>	<i>Phone:</i>
	<i>Fax:</i>

**RETURN INFORMATION BY** (check all that apply):

*Email is always suggested, additional charges will apply for mail or fax*

**Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Mail/Courier**

**Pick Up**

**FILING INSTRUCTIONS:**

All filing services require that you produce one valid piece of identification (Driver's license, passport, etc.) If you cannot attend our Registry in person you will need to provide a Driver's license number, Passport Number, Nexus Card (or contact us for other ID types)

DL#/Passport Number: \_\_\_\_\_

**Please read the cheat sheet provided below for additional information and/or web links.**

- Incorporation (\$425.00):**
  - Please attach incorporation documents as listed in the cheat sheet below
  - Alberta NUANS report is required for named Corporations
  - \*\*Please do not purchase and/or provide a FEDERAL (CD) NUANS report. A federal NUANS report is not accepted for Incorporating in Alberta.
- Declaration of Tradename Registration (\$45.00)**
  - Please attach Declaration of Tradename form (NUANS Report is optional but suggested)
- Declaration of Partnership Registration (\$45.00)**
  - Please attach declaration of Partnership form (NUANS Report is optional but suggested)
- Annual Return – includes all changes (\$75.00):**
  - Please attach Annual Return form
- Other (Price varies):**
  - Please specify what your needs are and attach any required forms:

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**Payment: We will send you a payment link through Option Pay. Once processed, we will complete your transaction. Please note there is a 2.99% load fee for Option Pay.**

Please fax your completed form to **(780) 482-2244**

If you have any questions, please call **(780) 408-2000**

Email your requests and/or questions to: **info@osreg.ca**

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**Corporate filing cheat sheet**

An Incorporation requires the following forms to be submitted at the time of the request:

- *Articles of Incorporation*
- *Notice of Address or Notice of Change of Address*
- *Notice of Directors or Notice of Change of Directors*
- These three forms can be found at: <http://www.servicealberta.gov.ab.ca/841.cfm>
- An Alberta NUANS name report is also required for named Corporations. This NUANS report must be an Alberta report (not federal), it must be less than 90 days old and it can be ordered in advance or at the same time as requesting the incorporation.
- Please also complete and send a Corporate Search Request Form if you require a NUANS report.

A Declaration of a Tradename requires the following form to be submitted at the time of the request:

- *Declaration of Tradename* form
- This form can be found at: <http://www.servicealberta.gov.ab.ca/pdf/Forms/REG3018.pdf>

A Declaration of a Partnership requires the following form to be submitted at the time of the request:

- *Declaration of Partnership* form
- This form can be found at: <http://www.servicealberta.gov.ab.ca/pdf/Forms/REG3097.pdf>

An Annual Return requires the following forms to be submitted at the time of the request:

- *Annual Return*
- This form can be found at: <http://www.servicealberta.gov.ab.ca/pdf/Forms/REG3062.pdf>

Notices require one of the following forms to be submitted at the time of the request (depending on what information is being changed):

- *Notice of Address or Change of Address*
- *Notice of Directors or Change of Directors*
- *Notice of Change of Address of Director*
- These forms can be found at: <http://www.servicealberta.gov.ab.ca/841.cfm>

*For all other Corporate Registry Forms, please visit:*

<http://www.servicealberta.gov.ab.ca/840.cfm>

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