

CANADIAN CORPORATE & TRADE NAME SEARCHES 12722-127 STREET, EDMONTON, ALBERTA T5L 1A5.

FAX FORMS TO US AT 780-413-0166 OR TOLL FREE 1-888-371-2851 (CANADA WIDE) TIME TO PROCESS IS USUALLY THE SAME DAY WE RECEIVE THEM. IF YOU HAVE QUESTIONS CALL US AT 780-413-9022 OR TOLL FREE 1-800-268-7054 (ALBERTA ONLY) OR EMAIL US AT cctns@cctns.com.

Why should I file a Corporate Annual Return every year?

Alberta Corporate Registry will strike you off the registry and you will have to re-purchase your corporation back again plus pay the annual returns that are due. Make sure you keep your mailing address up to date with the registry so they can mail the annual return to you just before your anniversary date of your incorporation. The first year you get it you will have to enter your personal name and address in the shareholder section of the form, state how many shares you have, and check off if the shareholder listed are directors of the corporation. If the name listed are just a shareholder(s) – do not check off the box that asks if that person is a director. A blank form is available should you need it [Alberta Annual Return](#). Cost to file an Annual Return is 24.00

I want to re-name my corporation. How do I do that?

You require a nuans report if you are using a named corporation. Fill out the form call [Alberta Articles of Amendment](#). In #1 you write in the existing name of the business. In #2 you write in the corporate access number (this is located on the top right hand corner of your corporate certificate. In #3 you write in: old name will now be known as new corporate name. At the bottom of the document you print your name, position held (director), drivers license, and date. Cost 135.00 as a numbered corporation and 155.00 as a named corporation

I no longer wish to operate as a Corporation. How do I dissolve it?

Fill out the Form called [Alberta Articles of Dissolution](#) if you do not have any liabilities. If you have liabilities fill out [Statement of Intent to Dissolve](#). Cost to dissolve is 30.00

I forgot to pay my Annual Returns and the registry is saying that they have dissolved my corporation. How do I revive it? Fill out the form called [Alberta Articles of Revival](#) and a [Annual Return](#). If it has been dissolved for more than three years you require a [nuans report](#) also. Cost to revive is 235.00 to file a [Alberta Articles of Revival](#), and 24.00 for each year owe on your Annual Returns plus 45.00 if we have to do a nuans report. NOTE: You asked why did you get struck? Say – “I forgot to pay the Annual Returns.” Second question is: Why do you want to review? – say “I want to continue to do business.”

I moved and need to do an address change for the corporation. Which form do I need?

Fill out the [Alberta Corporate Address Change](#) form. Cost is 16.00

I want to add or take off the name of a director on my corporation. Which form do I need?

Fill out a [Alberta Corporate Director Change](#) form. Cost is 16.00

I am not sure how to fill out the Alberta Corporate Registration Forms. Can you help me?

Yes, call us at 780-413-9022 or Toll Free 1-800-268-7054 (Alberta only). After you fill out the form fax it to us at 780-413-0166 or Toll Free 1-888-371-2851 (Canada wide) Time to process is the same day.

The most common question we get asked is about are the share structure. Every corporation has a number of shares listed whether private or public. If you are a sole director – 100 Class A shares is most common, and if you think that you may want to sell a few shares to someone in the family you may want to carry 100 Class B shares. Class A shares have the right to vote, while Class B shareholders have no vote. Share value is usually worth \$1.00 a share in the start-up stages of the company.

As a director of a corporation you are responsible for the day to day activities that goes on even if you are not actively involved in doing the business.

What is the difference between owning a Corporation and a Trade Name Business? Also Read What is a Trade Name Business.

You require an Nuans report if you are registering as a Named Corporation.

A corporation is a separate person and a Trade Name is the same as you. Some reasons people incorporate are:

1. You appear bigger as compared to doing business as a Trade Name business.
2. There is a limited liability built into owning a corporation in that if someone were to sue you they would be suing the corporation not you.
3. Sometimes suppliers will not want to do business with you unless you are incorporated.
4. Some companies prefer you are a corporation if you are doing contract work for them.
5. If you wish to carry Workers Compensation – it is advisable to be incorporated.
6. You can register as a numbered corporation or as a named corporation. Either way you can add Trade Names as divisions of the corporation. First example: ABC Computer Services is a division of 1234567 Alberta Ltd. Second example: Jack's Painting Services is a division of ABC Computer Services Ltd.
7. All your invoices should show the corporate name in full.
8. The business name is protected. (Also read [Protecting Your Corporate Name](#))
9. There is a maintenance fee to maintain a corporation. The Annual Return is sent to your mailing address every year. Cost to file the Annual Return is 24.00 per year.

You can make up to 30,000 dollars without a GST number. However it is advisable to ask your corporate accountant on whether it is in your best interest to apply for one from day one. You can apply online for a GST number at www.ccra-adrc.gc.ca

It is advisable to look for a corporate accountant rather than working with a regular bookkeeper to file with Revenue Canada. A corporate accountant can advise you on the latest changes that are occurring on the Federal and Provincial level while a regular bookkeeper may not know about these changes. The government keeps changing the tax policy and you need someone that can assist you in saving as much tax dollars as possible.

If you are doing contract work, signing leases, making loan agreements or have working agreements with other companies then you may wish to have a corporate seal. A corporate seal is when you (the director) signs an agreement then stamps the documents with the corporate seal. We can make either a self inking or wood handle seal (polymer based – not metal) see [Corporate Seal](#)

Fill out the [Alberta Corporate Registration](#) forms if this is how you want to conduct business. Cost to register a corporation in Alberta is 235.00

What is a Trade Name?

It is best to get a Nuans report especially if you are going to list your business in the Yellow Pages. Cost for a Nuans Report is 45.00.

A Trade Name is a business name without a legal element at the end of it (without a Ltd. or Inc. at the end of it.) Example of a Trade Name would read: Brown's Painting Services. If you are starting out as a home base business and not sure if you can make any money with the idea you want to do business under then starting as a Trade Name business is the route to go. If however, after 6 months or a year you find you are doing very well as a business you may want to consider registering as a corporation. Once your business is registered it is yours to use as long as you actively use it. However, please note that Trade Name business names are not protected. Someone can take it away from you by putting a Ltd. or Inc. at the end of it. To register as a Trade Name fill out the [Alberta Declaration of Trade Name](#) form. Cost to register a Trade Name in Alberta is 45.00. There is no cost to maintain a Trade Name business.

Notes on filling out the Trade Name Form:

Please note that on the top line where it says "Name of Declarant" either a corporate name or your personal name. The line below asks for a address. Please write it out in full including the postal code. The next line ask "What does you business do?" eg marketing, painting, retail sales etc. The next line ask for "city name" and below that you write out the business name you wish to be known as. The next question is "Use of this name commenced on". You can enter today's date or some past date here. On the line that asks for "occupation" write in "Owner". Be sure to included the current date, drivers license number as identification and your signature.

You can make up to 30,000 dollars without a GST number. However it is advisable to ask your accountant on whether it is in your best interest to apply for one from day one. You can apply online for a GST number at www.ccr-aadrc.gc.ca

NOTE: The government keeps changing the tax policy and you need an accountant that can assist you in saving as much tax dollars as possible.

What is a Partnership?

It is best to get a Nuans report especially if you are going to list your business in the Yellow Pages. Cost for a Nuans Report is 45.00.

It is similar as doing business as a Trade Name business. The difference is that there is more than one person listed on the registration forms. It is advisable to get a working agreement prior to registering since we have found partnerships do not always work out. Fill out the [Alberta Partnership](#) form to register. Cost is 45.00.

Notes on filling out the Partnership Form:

Please note that on the top two lines where it says “Name of Declarants” write in each partners personal name. If there are more than two people, fill out a second form so that all the partner names and addresses are listed. The next line ask “What does you business do?” eg marketing, painting, retail sales etc. The next line asks for “city name” and below that you write out the business name you wish to be known as. The next question is “Use of this name commenced on”. You can enter today’s date or some past date here. At the bottom please write full address including the postal code, sign and where it asks for “occupation” write in “Owner”.

I have an existing corporation else wherein Canada (Federal/other province) and wish to register the same business name in Alberta. What forms do I need?

You will be registering as what is known as a Alberta Extra Provincial corporation. We will need a copy of your Federal Charter or provincial incorporation certificate/documents. We will do Nuans report – cost is 45.00. Please fill out [Notice of Attorney](#) and [Statement of Registration](#) forms. Cost to register extra provincially is 235.00. Note: You can list yourself as attorney for the corporation.

What is in a Minute Book?

See [Alberta Minute Book](#) for details. Each year you have a director and a shareholder meeting. Director(s) are elected and shareholder(s)/director(s) agree that the Annual Return has been filed along with income tax statements of the corporation to Revenue Canada.

I no longer wish to do business as a Trade Name. What form do I need?

Fill out [Declaration of Ceasing to carry on a Trade Name in Alberta](#). Cost to cease doing business as a Trade Name is 24.00.

I no longer wish to do business as a Partnership. What form do I need?

Fill out [Declaration of Dissolution of a Partnership in Alberta](#). Cost to dissolve is 24.00.

NOTE: We work with an accredited registry to process all registration documents updated July 2008