Industry Canada Industrie Canada

Canada Not-for-profit Corporations Act (NFP Act)
Form 4003
Change of Registered Office Address

1 - Corporate name

2 - Corporation number

3 - Complete address of the registered office *(cannot be a post office box)*

Number and street name

City | Province or Territory | Postal code

4 - Declaration

I hereby certify that I have relevant knowledge of the corporation, and that I am authorized to sign this form.

Signature: _____

Print name: _____ *Phone Number:* _____

Note: A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than $5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

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Additional address
Optional

Most corporations do not need to provide an additional address. An additional address is only useful if you want Corporations Canada to send annual return reminder notices to an address that is different than the corporation's registered office address (e.g., when another person files the annual returns on behalf of the corporation).

1 - Corporate name

2 - Corporation number, if available

3 - Additional address

To the attention of

Number and street name

City | Province or Territory | Postal code

Canada