

## **GUIDELINES FOR AMENDING BUSINESS NAME & PARTNERSHIP REGISTRATIONS**

The following are some guidelines in regard to amending Business Names and Partnership registrations pursuant to the *Partnership Act*. There are a variety of amendments which may be filed. As a result, we do not have forms to be completed. You may, however, draft a new form ensuring that it contains ALL necessary information, or use the "Declaration as to use of a Business Name" forms or "Declaration of Partnership" forms and amend them to reflect the following information:

1. Document registration number & date of registration;
2. Name(s) and address(es) of individuals using the business name or carrying on business as a partnership;
3. Indicate what information has changed & the date the change is effective;
4. Forms must be originally signed by all partners or if a business name, by the individual or corporation;
5. Forms must be dated;
6. Forms must be submitted in duplicate (2 originals or an original and a photocopy – one endorsed copy will be returned);
7. Filing fee is \$25.00 payable to the "Government of the Northwest Territories".

Please mail completed forms to:

Corporate Registries  
Government of the Northwest Territories  
Department of Justice  
Box 1320  
Yellowknife, NT X1A 2L9

Phone: (867) 920-8987  
Toll Free: ( 877) 743-3302

Certain things cannot be amended such as the name of the individual or corporation using the business name, and name of the business itself.

Please note: fax copies of completed forms are not acceptable.

February 11, 2003