



*Articles of Amendment*  
Form 4  
INSTRUCTIONS FOR COMPLETION

**Format:** Documents required to be sent to the Director pursuant to the Act must conform with sections 3 to 5 of the regulations under the Act.

**GENERAL:**

- (a) Any change to the Articles of the corporation must be made in accordance with section 164 of the Act. If an amendment is to change a corporate name, the new name must comply with sections 10 to 12 of the Act and with sections 7 to 9 of the regulations. Where the new name has not been reserved a copy of *Request for Name Search and Name Reservation (Form 27)* should be attached to the *Articles of Amendment*.
- (b) Each amendment must correspond to the appropriate provision of the Articles being amended, e.g. item, section, subsection, clause, etc.
- (c) At the bottom of the page be sure to date the form, print or type your name and sign the form. Under "office held" tell us whether you are the president, secretary, director or other officer of the corporation.

**Other Notices:**

If there has been a change in the municipality in which the registered office is located or a change in the number of directors, the Articles must be accompanied by *Notice of Registered Office (Form 3)* or *Notice of Directors (Form 6)*.

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Completed documents, in duplicate, and the prescribed fee payable to the **Minister of Finance** are to be sent to:

Director, Corporations Branch  
1871 Smith Street  
Regina, Saskatchewan  
S4P 3V7