



Name of corporation: _____

Entity No.: _____

1. Location of registered office

- This is where the books of the corporation are held.
- Must not be a box number.
- May be a legal land description (including R.M. name and number).
- Must be located in Saskatchewan.

Street Address (or legal land description, including R.M. name and number)

Saskatchewan

Name of City/Town/Village _____ Postal Code _____

2. Mailing address of registered office, including postal code
(If the mailing address is the same as the Registered Office, check the box, otherwise, indicate the mailing address).
A box number is acceptable as a mailing address.

Same as above **OR**

Street Address or Post Office box number

Name of City/Town/Village _____ Province _____ Postal Code _____

Attention: _____ Phone (optional): _____

3. Effective Date: _____

I _____, being _____ of the
(Director/Solicitor and Agent/Authorized Officer)

corporation, certify that the above information is correct and that I have the authority to request this change be filed pursuant to *The Non-Profit Corporations Act, 1995*.

Date: _____ Signature: _____

Notice of Registered Office

Form 3

INSTRUCTIONS FOR COMPLETION

- Item 1:** Type or print the name of the corporation exactly as shown in clause 1 of the Articles of Incorporation.
- Item 2:** A post office box number is not acceptable. Please type or print the street address and the name of your community. If your community does not have street addresses, just type or print the name of the community. If your registered office is on a farm or in a rural municipality, please type or print the specific land location, including the rural municipality name and number. If your registered office is on an Indian Reserve, please type or print the name and number of the Indian Reserve.
- Item 3:** If the mailing address is the same as in Item 2 above, please type or print "same". If you have a post office box number, please type or print it in this space. Please include your postal code.
- Item 4:** This is the date the registered office becomes effective.

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.

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

Director, Corporations Branch
200, 1871 Smith Street
Regina, Saskatchewan
S4P 4W5