



Canada Business Corporations Act (CBCA)
FORM 6
CHANGES REGARDING DIRECTORS
(Sections 106 and 113(1))

1 - Corporate name

Empty box for corporate name

2 - Corporation number

Empty box for corporation number

3 - The following individuals are new members of the board of directors

Table with 4 columns: First and last name, Address, Canadian Resident Yes/No, Start Date. Contains 4 empty rows for new directors.

4 - The following individuals are no longer members of the board of directors

Table with 3 columns: First name, Last name, End Date. Contains 2 empty rows for former directors.

5 - Change of address of directors

Table with 2 columns: First and last name, New address. Contains 2 empty rows for address changes.

6 - Declaration

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

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Note: Misrepresentation constitutes an offence and, on summary conviction, a person is liable to a fine not exceeding \$5000 or to imprisonment for a term not exceeding six months or to both (subsection 250(1) of the CBCA).



## Instructions FORM 6 CHANGES REGARDING DIRECTORS

**There is no fee for this service.**

**You can also use our Online Filing Centre ([corporationscanada.ic.gc.ca](http://corporationscanada.ic.gc.ca)) to make these changes.**

You are providing information required by the CBCA. Note that both the CBCA and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Subsection 113(1) of the CBCA requires a corporation to send Form 6 to Corporations Canada within 15 days of any change to its Board of directors.

If the number of directors is different from the fixed number or is not within the minimum and maximum number set out in the corporation's articles, you must also file Form 4 - Articles of Amendment to effect a change. There is a filing fee of \$200 for Articles of Amendment (paragraph 173(1)(m) and subsection 177(1) of the CBCA).

### Item 3

The address of a director must be a residential address or other address for service. An address for service is an address where legal documents must be accepted by the director or someone on his/her behalf, and where an acknowledgement or delivery receipt can be provided, if required. An address for service can be the residential address of the director or a business address.

At least 25 percent of the directors of a corporation must be Canadian residents. If a corporation has less than four directors, at least one director must be a Canadian resident (subsection 105(3) of the CBCA). However, there may be another statute that requires a higher percentage. For example, the board of directors of corporations operating in uranium mining, book publishing and distribution, book sale or film and video distribution must be comprised of a majority of Canadian residents (subsection 105(3.1) of the CBCA and section 16 of the CBCA Regulations).

If the corporation is a "distributing" corporation there must be at least three directors.

### Item 6

This form must be signed by an individual who has relevant knowledge of the corporation and who is authorized by the directors. For example:

- A director of the corporation
- An authorized officer of the corporation
- An authorized agent

If the space available under items 3, 4 and 5 is insufficient, please attach a schedule to the form.

For more information, consult Corporations Canada website ([corporationscanada.ic.gc.ca](http://corporationscanada.ic.gc.ca)) or call toll-free (within Canada) **1-866-333-5556** or (from outside Canada) **(613) 941-9042**.

### Send documents:

**By mail:** Corporations Canada  
Jean Edmonds Building  
South Tower, 9<sup>th</sup> floor  
365 Laurier Avenue West  
Ottawa ON K1A 0C8

**By facsimile:** (613) 941-4803

**By e-mail:** [corporationscanada@ic.gc.ca](mailto:corporationscanada@ic.gc.ca)