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KAVAMATKOT APIKHOIYIT
DEPARTMENT OF JUSTICE
MINISTÈRE DE LA JUSTICE

Corporate Registries

Guide

SUBMISSIONS

This document provides general information about submitting documents for registrations, filings or for search requests.

Email Submissions

Most registrations, filings and requests can be done by emailing us completed forms (and other necessary documents) as attached Adobe® PDF (Portable Document Format) files. Similarly, search requests can also be submitted by email.

We encourage you to use email submission wherever possible as it will provide you with the fastest service, reduce errors, and minimize the use of paper.

After processing your submission, we will acknowledge it by email receipt or (in some cases) we may digitally stamp a submitted PDF form and return it along with any appropriate certificate.

Other Submission Methods

While we encourage you to submit your documents via email, you may still send documents by fax or mail, or deliver them by hand.

If you provide an email address for acknowledgement, we will use that, otherwise, we will provide an acknowledgement by fax or mail.

Fees and Payment

Depending on your method of submission, you can pay fees by credit card, cheque or money order.

Email submissions require you to pay fees using a credit card. If you do not have a credit card on file with us, you must contact Legal Registries by telephone and provide us with the necessary details (cardholder's name, card number, and expiry date).

DO NOT INCLUDE CREDIT CARD INFORMATION IN ANY EMAIL CORRESPONDENCE.

If faxing your documents, you can provide a credit card number by telephone, or include its details with your fax (card holder's name, credit card number and expiry date).

If mailing your documents, you can provide a credit card number by telephone, or include its details with your submission (card holder's name, credit card number and expiry date), or pay by cheque or money order made payable to the Government of Nunavut.

Forms

The form(s) for registrations, filings and requests are available from our website at www.justice.gov.nu.ca. If this document is within a PDF package, you will find the necessary forms included.

The forms we provide can be filled in using Adobe® Acrobat Reader which is available for free from www.adobe.com. Using this software, you can fill in the forms on-screen before you print them.

NOTE: If any part of a form does not apply, you must indicate this by specifying "not applicable", by the abbreviation "N/A" or by a brief explanatory statement.

It is not mandatory to use the forms we provide. However, substitutes must follow the identical format, provide all of the required information in legible printing, and be set out with a Letter page size of 8 ½ x 11 in. Forms, whether printed or scanned, must be signed where required.

Forms Requiring Signatures

Forms that require signatures must be completed; printed; signed by a director, officer or solicitor of the corporation; and then scanned as Adobe® Acrobat Portable Document Format (PDF) files at a minimum resolution of 300 dpi for attachment in your email submission.

Supporting Documents

When a filing or registration process requires supporting documents, these documents should be signed (where necessary) and then scanned as Adobe® Acrobat PDF (Portable Document Format) files at a minimum resolution of 300 dots per inch (dpi).

Email Format for Corporate Search Requests

When submitting a corporate search request, your email **must** include the following information:

- Name of individual and corporation requesting search;
- Address and contact telephone number of person making request;
- The exact name of the corporate entity you are searching;

Email Format for Corporate Filings and Registrations

When submitting documents for filing or registration, your email **must** include the following information:

- Name of individual and corporation submitting the documents;
- Address and contact telephone number of the person submitting the documents;

Maximum Email Submission Size

You are restricted to sending us email messages that are less than 2 MB (Megabytes) in size. If the set of forms and documents you are sending exceed that, please split your submission into multiple email messages with identical subject lines suffixed with “Part x”, “Part y” etc. For example:

ET Registration – ABC Inc. – Part 1
ET Registration – ABC Inc. – Part 2
ET Registration – ABC Inc. – Part n ...

Do not password-protect your attachments otherwise they will be rejected by our email scanning system.