



**INSTRUCTIONS**  
**Form 1: ARTICLES OF INCORPORATION**  
***BUSINESS CORPORATIONS ACT***

**NOTE:** All documents sent to the Registrar must comply with sections 2 to 8 of the Business Corporations Regulations. 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.

- Item 1** Set out the full legal name of the corporation that you had searched and reserved. The name must comply with sections 10 to 12 of the *Business Corporations Act* and the corporate names provisions of the Business Corporations Regulations.
- Item 2** Set out the name of the community in which the registered office is to be situated. A specific address should not be provided.
- Item 3** Set out the details required by paragraph 6(1)(c) of the Act, including details of the rights, privileges, restrictions and conditions attached to each class of shares. All shares must be without nominal or par value and must comply with the provisions of Part V of the Act.
- Item 4** If restrictions are to be placed on the issue, transfer or ownership of shares of the corporation, set out the nature of the restrictions.
- Item 5** State the number of directors of the corporation. If cumulative voting is permitted, the number of directors must be fixed; otherwise this can state a minimum and maximum number of directors.
- Item 6** If restrictions are to be placed on the business the corporation may carry on, set out the restrictions.
- Item 7** Set out any provisions, permitted by the Act or by law to be set out in the by-laws of the corporation, that are to form part of the Articles, including any pre-emptive rights or cumulative voting provisions.
- Item 8** Any individual or corporation may be an incorporator. Each incorporator must state their name and complete postal and street address, including postal code. If a street address is not available, a physical location such as a house number or a legal property description must be provided. If an incorporator is a corporation, the name is the name of the corporation, the address is the address of its registered office, and the Articles shall be signed by a person authorized by the corporation.

**OTHER DOCUMENTS**

The Articles must be accompanied by the following:

- a) Request for Name Search and Reservation (if not submitted previously)
- b) Notice of Registered Office (Form 2)
- c) Notice of Directors (Form 4)

**SUBMISSION GUIDELINES**

Be sure to read the document titled [Corporate Registries –Submissions Guide](#) (available from our website) so you understand the process, requirements and advantages of submitting your registration via email, and other submission options. The guide also explains how to complete the forms, and how to scan any additional supporting documentation that may be required.