

## FORM 3 - NOTICE OF REGISTERED OFFICE

Section 33 of the *Corporations Act* (the “**Act**”) provides that every Newfoundland corporation must have a registered office in the Province, to which all communications and notices may be addressed. Section 34 of the Act provides that notice of any change in the location of the registered office must be filed with the Registry within 15 days after the date of change.

### INSTRUCTIONS FOR COMPLETING NOTICE OF REGISTERED OFFICE

1. Enter the name of the corporation as set out in Section 2 of the Church Incorporation Instruction Sheet in the first box.
2. In box 3 provide the civic address and, if different from the civic address, mailing address of the registered office in the space provided. Also provide the name of the individual to whom any correspondence should be addressed - it may be advisable to use the recognized agent for this purpose.
3. Have the form signed and dated by any director or officer of the company.
4. There is no need to complete boxes 4 on the initial application.
5. Box 5 should have the same information as box 3.



GOVERNMENT OF  
NEWFOUNDLAND AND LABRADOR  
**Department of Government Services**  
Commercial Registrations Division

*The Corporations Act (Form 3)*

**Notice of Registered Office  
or Notice of Change of Registered Office (Section 34)**

1. Name of Corporation	2. Corporation No.
3. Address of the Registered Office (include mailing address if different)	

4. Effective Date of Change
-----------------------------

5. Previous Address of the Registered Office
--

Date	Signature	Description of Office