Capilano REGISTRY

Alberta Authorized Registry Agent

REQUEST FOR INCORPORATION SETUP

Fillable form — type directly into the fields below, then save, print, sign, or email to info@capilanoregistry.ca.

CLIENT CONTACT & CORPORATE ADDRESS

Registered Office Address

Street address *

City * Prov. * Postal code *

Must be a physical Alberta address. P.O. Box or R.R. not accepted.

Contact Information

Name *

Phone * Email *

ID type (e.g., Driver's Licence) * ID number *

Preferred Pickup Method (select one)

- ☐ Pick Up
- ☐ Mail Out (extra charges apply)
- ☐ E-Mail
- ☐ Fax

SELECT COMPANY TYPE

☐ **Numbered Company — $500**
Circle desired legal entity

- ☐ Inc.
- ☐ Ltd.
- ☐ Corp.
- ☐ Incorporated
- ☐ Limited
- ☐ Corporation

☐ **Named Company — $572.75**

Company names must include a distinctive and descriptive element, plus the legal entity.
Example: Mark's (Distinctive) Construction (Descriptive) Ltd. (Legal Entity) •
We'll incorporate using the first listed choice that meets Alberta's naming requirements.

Choice #1 *

Choice #2

Choice #3

MINUTE BOOK

☐ Yes, I would like a minute book — $210 additional charge

A corporate minute book contains the essential records and documents required to maintain your corporation in good standing.

SHARE STRUCTURE

☐ Use this standard share structure ☐ Different structure — we'll follow up by email

Summary of Share Structure

- Class "A" Shares — unlimited
- Class "B" Shares — unlimited
- Class "C" Shares — unlimited
- Class "D" Shares — unlimited

Overview of Rights & Provisions

Voting:
Class A & B carry one vote per share. Class C & D are non-voting.

Dividends:
May be declared on any class, in any proportion, at the Directors' discretion.

Liquidation:
Assets are divided ratably among holders of all classes of shares.

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ARTICLES OF INCORPORATION

Restrictions on share transfers (standard):

No shares shall be transferred without approval of the Board of Directors.
No shareholder may sell or transfer shares to members of the public.
There shall be at all times no more than fifteen (15) shareholders of the Company.

Range of directors: 1–7 (standard)

Additional restrictions or other provisions (optional — leave blank for "NONE")

NOTICE OF ADDRESS

Registered office address

Records address (if different)

☐ Same as registered office

DIRECTORS / SHAREHOLDERS

Name

Address

☐ Director ☐ Shareholder %

Name

Address

☐ Director ☐ Shareholder %

Name

Address

☐ Director ☐ Shareholder %

AGENT FOR SERVICE

Name (last, first)

Address

Email address

Adding shareholders beyond the contact listed above will be an additional $30 charge.

CONFIRMATION & SIGNATURE

☐ I confirm that the information provided in this form is true and complete. I understand that the role of the registry agent does not include the provision of legal or corporate advice.

Signature *

X _____

Print name *

Date

Sign inside the box above using your PDF viewer's draw/pen or signature tool (e.g. Adobe Acrobat Reader's Fill & Sign → Signature), or print this form and sign by hand.