



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

**THE CORPORATIONS ACT (SECTION 408)
FORM 23 - ANNUAL RETURN**

Annual Return for the Period Ending: _____

1. Corporate Name: _____

2. Corporate Number: _____

3. Have you changed your mailing address? Yes No
If you have not notified this office of the change, please indicate your new mailing address below:

4. Have you changed your registered office? Yes No

Have you notified this office of the change? Yes No
If you have not notified this office of the change, then please complete and forward a Form 3 and a filing fee of \$10.00 with this return.

5. Has there been a change to your board of directors? Yes No

Has this office been notified of the change? Yes No
If you have not notified this office of the change, then please complete and forward a Form 6 and a filing fee of \$10.00 with this return.

6. Signature: _____

Position Held: _____

Phone Number: _____

(must be a director, an officer or a solicitor of the corporation)

Please refer to www.gs.gov.nl.ca/cr for fee schedule information.

Instructions

Please fill in the period for which the return is being filed at the top of the page. Refer to the notice you received or call the Registry of Companies if you are unsure.

Returns must not be forwarded for processing prior to 90 days before the end of the company's anniversary month.

Documents must be clear and legible.

Item 1

The full legal name of the corporation is required to be clearly entered.

Item 2

The corporation number is the number assigned by The Registry of Companies.

Item 3

If a change has occurred to your mailing address, then please take this opportunity to update this information. Your mailing address should be the address which you wish your return or other corporate information to be mailed.

Item 4

Section 34(2) of the Corporations Act requires a corporation to notify the registrar of any change to its registered office within 15 days. Please complete a Form 3, Change of Registered Office, and include it with your annual return (registration fee \$10.00). If you do not include the required form, your annual return will be rejected and will be returned to you.

Please Note: A change in your registered office to another community constitutes a change to your articles of incorporation. If this is the case, a Form 4, Articles of Amendment, will be required.

Item 5

Section 183(1) requires a corporation to notify the registrar of a change of directors within 15 days. Please complete a Form 6, Notice of Directors, (registration fee \$10.00) and include it within your annual return. List all directors with their full address and citizenship. If there is insufficient space, list them on a separate sheet. If you do not include the required form, your annual return will be rejected and will be returned to you.

Please Note: A change in the minimum or maximum number of directors constitutes a change to your articles of incorporation. You will be required to complete a Form 4, Articles of Amendment (registration fee \$50.00).

Item 6

A director, officer, or solicitor of the corporation shall sign and date the return and state his or her position with the corporation.

Forms 3 and 4 may be obtained by calling the registry office at (709) 729-3317, or you may print these forms from our website: www.gs.gov.nl.ca/cr/