

NOTICE OF RECOGNIZED AGENT

Section 9 of the Corporations Registration Act requires every corporation or society to appoint a recognized agent, resident in the Province, who, upon appointment, is authorized to accept any order, service, summons, process or notice on behalf of the corporation or society. Further, all correspondence from the Registrar of Joint Stock Companies will go to the agent unless the Registrar is given written instructions to the contrary.

INSTRUCTIONS FOR COMPLETING NOTICE RECOGNIZED AGENT

1. Insert the society's name on the first line.
2. Provide the name, civic address and, if different from the civic address, mailing address of the recognized agent in the space provided. Recall that the agent must be a resident of Nova Scotia.
3. Have the form signed and dated by any director of the company.



**Service Nova Scotia
and Municipal Relations**
Registry of Joint Stock Companies

Society Incorporation Forms
Societies Act

Appointment of Recognized Agent

Societies incorporated in Nova Scotia must appoint an agent. All correspondence from the Registry will go to that agent unless the Registry is given written instructions to the contrary. The Recognized Agent must be resident in Nova Scotia. Service upon the Recognized Agent of any writ, summons, process, notice or other document shall be deemed to be sufficient upon the society, and this appointment shall remain in force until notice in writing by the society that the individual has ceased to be the Recognized Agent is filed with the Registry.

Pursuant to the Societies Act, _____ <i>(society name)</i>			
appoints as Recognized Agent _____ <i>(first name and middle initial)</i>		_____ <i>(last name)</i>	
Civic address in Nova Scotia: _____ <i>(civic number and street)</i> _____ <i>(apt/suite/unit)</i>			
_____ <i>(city or town)</i>		NS _____ <i>(province)</i>	_____ <i>(postal code)</i>
Mailing address: (if different from above) _____ <i>(civic number and street, P.O. box, etc.)</i> _____ <i>(apt/suite/unit)</i>			
_____ <i>(city or town)</i>		NS _____ <i>(province)</i>	_____ <i>(postal code)</i>
Signatory	For and on behalf of all Directors		
	_____ <i>(name of director)</i>		
	_____ <i>(signature of director)</i>		
Date:	_____ <i>(yyyy/mm/dd)</i>		

For office use only

Regis ID#: _____

Date filed: _____

Registry of Joint Stock Companies PO Box 1529 Halifax, NS B3J 2Y4
Need help? Contact us at 902-424-7770 (toll-free in Nova Scotia: 1-800-670-4357) or at www.rjsc.ca
Society Incorporation Forms v0609