

## NOTICE OF REGISTERED OFFICE

Section 79(1) of the *Nova Scotia Companies Act* (the "**Act**") provides that every Nova Scotia Society must have a registered office in the Province, to which all communications and notices may be addressed. Section 79(2) of the Act provides that notice of any change in the location of the registered office must be filed with the Registrar of Joint Stock Companies within 28 days after the date of change.

### INSTRUCTIONS FOR COMPLETING NOTICE OF REGISTERED OFFICE

1. Insert the society's name on the first line.
2. The date on the second line should be the date of application.
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.
4. Have the form signed and dated by any director or officer of the company.



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

Society Incorporation Forms  
Societies Act

**Notice of Registered Office**

**Information**

Society name: \_\_\_\_\_

as of \_\_\_\_\_ the registered office is situated at:  
*(yyyy/mm/dd)*

\_\_\_\_\_ *(civic number and street)* \_\_\_\_\_ *(apt / suite / unit)*

\_\_\_\_\_ *(city or town)* \_\_\_\_\_ *(province)* \_\_\_\_\_ *(postal code)*

Mailing address  
(if different  
from above): \_\_\_\_\_ *(civic number and street)* \_\_\_\_\_ *(apt / suite / unit)*

\_\_\_\_\_ *(city or town)* \_\_\_\_\_ *(province)* \_\_\_\_\_ *(postal code)*

Attention: \_\_\_\_\_ *(first name and middle initial)* \_\_\_\_\_ *(last name)*

Enter a phone number where you can be reached: \_\_\_\_\_ *(telephone number)*

\_\_\_\_\_ *(fax number)* \_\_\_\_\_ *(E-mail address)*

Please check here if you want all correspondence from the Registry of Joint Stock Companies directed to the mailing address indicated above, as opposed to being directed to the Recognized Agent.

**Signatory**

\_\_\_\_\_ *(name of officer or director)*

\_\_\_\_\_ *(signature of officer or director)*

\_\_\_\_\_ *(yyyy/mm/dd)*

For office use only

Regis ID#: \_\_\_\_\_

Date filed: \_\_\_\_\_