

Mandatory E-Mail Addresses for Corporations and Business Names

Corporate Registry will begin mandatory collection of e-mail addresses for corporations, limited liability partnerships, business names, non-profit organizations, and cooperatives. **The new process is expected to go into effect on February 3, 2019.**

The purpose of the e-mail address is to send electronic annual return reminders, instead of sending the annual return by regular mail. Annual return reminders will be sent to the corporation's or limited liability partnership's e-mail address or to the e-mail address for the attorney for service for an extra-provincial entity. The e-mail will be sent about two weeks before the annual return is due.

If there is no e-mail address on file or if there is a notice of intent to dissolve, a paper annual return reminder will be sent to the corporation or limited liability partnership. Copies of the notice of intent will continue to be sent by regular mail to directors of Alberta corporations.

E-mail addresses will also be mandatory for registration of new trade names, partnerships, and limited partnerships and updates to corporation addresses, attorneys for service, business partners, and sole proprietors (declarants for trade names).

There is no government fee to register or update an e-mail address.

Level 1, 2, and 3 service providers will collect the e-mail address in the transactions listed below.

Document examination and data entry procedures in this manual will be updated to indicate the e-mail address is now mandatory. Forms on the Government of Alberta website will be updated to include space to record the e-mail address. In the meantime, the authorized representative of the business can supply new or updated e-mail addresses verbally or in writing.

Accreditation Level	CORES Menu	Transaction Type	Location of Mandatory Email Address Field(s)
Level 1	Amend	Amend Limited Liability Partnership	<ul style="list-style-type: none"> beneath address for service by mail fields and representative partner/attorney fields
Level 1	Amend	Amend Limited Partnership	<ul style="list-style-type: none"> beneath general partner fields
Level 1	Amend	Amend Partnership	<ul style="list-style-type: none"> beneath partner fields
Level 1	Correct	Service Provider Correct Legal Entity	<ul style="list-style-type: none"> beneath address for service by mail or head office fields and attorney fields
Level 1	Correct	Service Provider Correct Trade Name/Partnership	<ul style="list-style-type: none"> beneath declarant, partner, general partner or representative partner/attorney fields

Accreditation Level	CORES Menu	Transaction Type	Location of Mandatory Email Address Field(s)
Level 1	Create	Register Partnership	<ul style="list-style-type: none"> • beneath partner fields
Level 1	Create	Register Trade Name	<ul style="list-style-type: none"> • beneath declarant fields
Level 1	Maintain	Change Address	<ul style="list-style-type: none"> • beneath address for service by mail or head office address fields
Level 1	Maintain	Change Attorney	<ul style="list-style-type: none"> • beneath attorney fields
Level 1	Maintain	Enter Annual Reports for Limited Liability Partnership	<ul style="list-style-type: none"> • beneath address for service by mail fields and representative partner/attorney fields
Level 1	Maintain	Enter Annual Returns for Alberta and Extra-Provincial Corporations	<ul style="list-style-type: none"> • beneath address for service by mail or head office fields
Level 1	Maintain	Update Declarant/Partner/Attorney	<ul style="list-style-type: none"> • beneath declarant, partner, general partner or representative partner/attorney fields
Level 2	Continuance	Request Continuance to Another Jurisdiction	<ul style="list-style-type: none"> • beneath continuance requestor fields
Level 2	Create	Continuance Into Alberta	<ul style="list-style-type: none"> • beneath address for service by mail fields
Level 2	Create	Incorporate Alberta Corporation	<ul style="list-style-type: none"> • beneath address for service by mail fields
Level 2	Create	Register Alberta/Extra-Provincial Limited Liability Partnership	<ul style="list-style-type: none"> • beneath address for service by mail and representative partner/attorney fields
Level 2	Create	Register Extra-Provincial Profit /Non-Profit Corporation	<ul style="list-style-type: none"> • beneath head office address fields and attorney fields
Level 2	Create	Register Limited Partnership	<ul style="list-style-type: none"> • beneath general partner fields
Level 2/3	Revive	Initiate Revival of Alberta Corporation	<ul style="list-style-type: none"> • beneath address for service by mail fields
Level 2/3	Revive	Reinstate Extra-Provincial	<ul style="list-style-type: none"> • beneath head office address fields and attorney fields
Level 3	Create	Amalgamate Alberta Corporation	<ul style="list-style-type: none"> • beneath address for service by mail fields
Level 3	Create	Register Extra-Provincial Amalgamation	<ul style="list-style-type: none"> • beneath head office address fields and attorney fields