

# GUIDE

for filing the principal forms with the REQ

Updated August 1, 2006

<b>1) Incorporation under Part 1A C.A.</b>	<ul style="list-style-type: none"><li>- Articles of Incorporation and Notice Establishing the Address of the Head Office / List of Directors <b>OR</b></li><li>- Articles of Incorporation and Initial Declaration;</li><li>- Fee: \$300.00;</li><li>- REQ returns the Certificate of Incorporation with copies of the forms. No copy of the Initial Declaration is returned.</li></ul> <p><i>(Section 123.14 C.A.)</i></p>
<b>2) Change of address of head office in the <i>same</i> judicial district.</b>	<ul style="list-style-type: none"><li>- Amending Declaration;</li><li>- Notice Establishing the Address of the Head Office / List of Directors is not accepted;</li><li>- No fee;</li><li>- Copy of the Amending Declaration is returned.</li></ul> <p><i>(Sections 123.35 C.A. &amp; 43 L.P.A.)</i></p>
<b>3) Change of address of head office in <i>another</i> judicial district.</b>	<ul style="list-style-type: none"><li>- Articles of Amendment and Notice Establishing the Address of the Head Office / List of Directors;</li><li>- Fee: \$140.00;</li><li>- REQ returns the Certificate of Amendment with copies of the forms.</li></ul> <p><i>(Sections 123.36 &amp; 123.14 C.A.)</i></p>
<b>4) Change in the board of directors but <i>not</i> in the number provided in the articles.</b>	<ul style="list-style-type: none"><li>- Amending Declaration;</li><li>- Notice Establishing the Address of the Head Office / List of Directors is not accepted;</li><li>- Delay to file: within 15 days following the change;</li><li>- Fee: None;</li><li>- Copy of the Amending Declaration is returned.</li></ul> <p><i>(Sections 123.81 C.A. &amp; 43 L.P.A.)</i></p>
<b>5) Change in the <i>number</i> of directors provided in the articles.</b>	<ul style="list-style-type: none"><li>- Articles of Amendment and Notice Establishing the Address of the Head Office / List of Directors;</li><li>- Fee: \$140.00;</li><li>- REQ returns the Certificate of Amendment with copies of the forms.</li></ul> <p><i>(Sections 123.14, 123.101 &amp; 123.104 C.A.)</i></p>
<b>6) All other amendments to the articles such as:</b> <ul style="list-style-type: none"><li>- share capital;</li><li>- corporate name;</li><li>- other provisions.</li></ul>	<ul style="list-style-type: none"><li>- Articles of Amendment;</li><li>- Fee: \$140.00;</li><li>- REQ returns the Certificate of Amendment with a copy of the form.</li></ul> <p><i>(Sections 123.101 &amp; 123.104 C.A.)</i></p>
<b>7) Continuation from Part 1 to Part 1A C.A.</b>	<ul style="list-style-type: none"><li>- Articles of Continuation and Notice Establishing the Address of the Head Office / List of Directors;</li><li>- Fee: \$197.00;</li><li>- REQ returns the Certificate of Continuation with copies of the forms.</li></ul> <p><i>(Sections 123.135 &amp; 123.14 C.A.)</i></p>
<b>8) Amalgamation pursuant to Part 1A C.A.</b>	<ul style="list-style-type: none"><li>- Articles of Amalgamation and Notice Establishing the Address of the Head Office / List of Directors <b>OR</b></li><li>- Articles of Amalgamation and Initial Declaration (long-form);</li><li>- Articles of Amalgamation and Amending Declaration (short-form);</li><li>- Fee: \$482.00;</li><li>- REQ returns the Certificate of Amalgamation with copies of the forms or the Amending Declaration, as the case may be. No copy of the Initial Declaration is returned.</li></ul> <p><i>(Sections 123.14 &amp; 123.117 C.A. &amp; 35 L.P.A.)</i></p>

C.A. : Companies Act (R.S.Q., c. C-38)

L.P.A. : Act Respecting the Legal Publicity of Sole Proprietorships, Partnerships and Legal Persons (R.S.Q., c. P-45)

REQ : Registraire des entreprises du Québec