

**The Corporations Act (Form 6)
Notice of Directors
(Sections 175, 183)**

Name of Corporation

1 Corporation Name

2 Corporation Number

The following person(s) became directors of this corporation. (Use additional sheet if required)

3

Name	Address	Start Date (YYYY-MM-DD)

The following persons ceased to be director(s) of this corporation. (Use additional sheet if required)

4

Name	Address	End Date (YYYY-MM-DD)

The directors of this corporation now are (list all directors including newly appointed directors). (Use additional sheet if required)

5

Name	Address

Declaration

6 I hereby certify that I have the relevant knowledge of the corporation, and that I am authorized to sign and submit this form. (The original blue ink signed form is required for processing)

<p>_____ Signature (Must be current director or solicitor for the company)</p> <p>_____ Date (YYYY-MM-DD)</p> <p>_____ Position Held</p> <p>_____ Telephone</p> <p>_____ Print Name</p>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p align="center">Office Use Only</p>
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If the space provided is insufficient, please enclose a separate sheet with all required information.

Instructions

Section 1 – Name of Corporation

Provide the name of your corporation as indicated on the certificate of incorporation.

Section 2 – Corporation Number

Indicate the corporate number. You will find the corporation number on your certificate of incorporation, amalgamation or continuance. You can also find it using the Registry of Companies online search at: <https://cado.eservices.gov.nl.ca/>

Section 3 – New Directors

Indicate the first and last name, as well as the address, of each new member of the board of directors, including the date when the individual(s) became a director.

Notes:

- Use the full legal name of the director. Do not use nicknames, initials or titles.
- A full address is required for each director.
 - A P.O. Box address would not be sufficient.
 - The address can be a residential address or an address for service. An address for service is an address where legal documents must be accepted by the director or someone on the director's behalf.
 - The names and addresses of the indicated directors of a corporation, even if the address of a director is also a residential address, are corporate information that is publicly accessible.
- A director must be an individual of at least 19 years of age and not have a status of bankrupt.

Section 4 – Ceasing Directors

Indicate the first and last name as well as the address and the date when the individual(s) ceased to be a director.

A director of a corporation stops holding office when the director resigns, dies, is removed by the shareholders or becomes disqualified as defined in section 172 of the Corporations Act.

Section 5 – Current Board of Directors

Indicate the current board of directors for the corporation. This includes those individual(s) that have not ceased to be directors as well as the new director(s) listed in Section 3. Do not indicate the directors that have ceased to be directors as indicated in Section 4.

Declaration

This form is required to be signed by a current director or solicitor for the corporation.

General Information

- Board Size - If the number of directors does not fall within the minimum and maximum number of directors as set out in your Articles of Incorporation this change in directors form must be accompanied by Articles of Amendment (Form 4) and an additional \$50.00 filing fee to amend the stated minimum and maximum directors contained in your articles. Note: Ensure that a resolution has been successfully passed by the corporation authorizing articles to be amended.
- When to File - The Corporations Act of Newfoundland and Labrador requires that any changes made to a corporation's board of directors be submitted to the Registry of Companies for processing within 15 days of the change. Note: A non-profit corporation is permitted to file this change in director form at the time of filing the corporate annual return.
- Fee - The filing fee for this form is \$10.00 except when filed initially with articles of incorporation where the fee is included as part of the incorporation fee. Make cheque payable to the Newfoundland Exchequer Account.
- Where to File - The originally signed form is required for processing. The mailing address is located at the bottom of the form. Alternatively, once completed and signed, you may file online at <https://cado.eservices.gov.nl.ca/> using a Visa or MasterCard as payment. If filed online, retain the signed paper version in the corporation's own internal records.
- If the space provided in items 3, 4 and 5 is insufficient please enclose a separate sheet with all required information.
- If you require more information please do not hesitate to contact the registry office at 709-729-3317.

PRIVACY NOTICE

The Registry of Companies, under the authority of the Corporations Act, collects personal information for the purpose of incorporating/registering corporations and registering associated corporate documents in the province of Newfoundland and Labrador. If you have questions or comments, please contact the Registrar at (709) 729-3317.