



# Online Extra-provincial Registration System for Corporations and Limited Partnerships from British Columbia, Manitoba, and Saskatchewan

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## User Reference Guide

Welcome to Alberta's Online Extra-provincial Registration system!

This system allows you to register or update the Alberta Corporate Registry with information about your **British Columbia, Manitoba, or Saskatchewan corporation or limited partnership**.

- To use this system, your business must have an **active registration** with your home province corporate registry.
- If your corporation or limited partnership is from a **different Canadian jurisdiction or another country**, or if your business is an **extra-provincial limited liability partnership or cooperative**, review the Alberta Corporate Registry requirements, fees, and processes described on the Government of Alberta website at <https://www.alberta.ca/incorporate-business-organization> OR <https://www.alberta.ca/register-business-name>

### Background

- Registering your out-of-province corporation under Alberta's *Business Corporations Act* removes the need to set up a separate corporation when you want to do business in Alberta.
- Alberta's *Cooperative Act* describes the requirements to register an out-of-province cooperative.
- Alberta's *Partnership Act* set out the requirements to register an out-of-province limited partnership or limited liability partnership.

### New West Trade Partnership Agreement

- The New West Trade Partnership Agreement between British Columbia, Alberta, and Saskatchewan came into effect in 2010.
- Manitoba joined the partnership in 2016.
- Among other benefits, this agreement means that a corporation, cooperative, limited partnership, or limited liability partnership formed in one jurisdiction can enjoy fast, no cost extra-provincial registration in any of the other partner provinces.
- Alberta's Online Extra-provincial Registration system is only used to extra-provincially register corporations and limited partnerships from the New West partner provinces.
- Cooperatives and limited liability partnerships from the New West partner provinces apply for extra-provincial registration in Alberta through their home province registry.
- More information is available on the Government of Alberta's website at <https://www.alberta.ca/incorporate-business-organization> OR <https://www.alberta.ca/register-business-name>

## **Contents of this Reference Guide**

Click one of the topics below to learn more about Alberta's Online Extra-provincial Registration system.

- [Home page – main menu](#)
- [Apply for a name reservation in Alberta](#)
- [Register an extra-provincial named corporation in Alberta](#)
- [Register an extra-provincial numbered corporation in Alberta](#)
- [Register an extra-provincial limited partnership in Alberta](#)
- [Link your Alberta Account for Organizations \(formerly called My Alberta Digital ID for Business\) to an existing extra-provincial registration or to multiple extra-provincial registrations](#)
- [Maintain your active extra-provincial registration in Alberta](#)
- [Register an Alberta corporation or limited partnership in another province](#)
- [Additional references and contact information for extra-provincial registration](#)

## Home Page - Main Menu

- The Online Extra-provincial Registration system is only available for:
  - Corporations and limited partnerships whose home province is **BC, Manitoba, or Saskatchewan**.
  - Alberta corporations and limited partnerships that want to link to the extra-provincial registration services in BC, Manitoba, or Saskatchewan.

## Online Extra-provincial Registration

### Extra-provincial registration services

Welcome to On-line Extra-Provincial Registration.  
This service is only available for corporations and limited partnerships from British Columbia, Manitoba, and Saskatchewan that have a valid Alberta.ca Account for Organizations.

Alberta corporations and limited partnerships can connect to British Columbia, Manitoba, or Saskatchewan for registration in those provinces. You may be required to create an online account in the other province before extra-provincially registering your Alberta corporation.

- [Apply for a name reservation in Alberta](#)
- [Register an extra-provincial named corporation in Alberta](#)
- [Register an extra-provincial numbered corporation in Alberta](#)
- [Register an extra-provincial Limited Partnership in Alberta](#)
- [Link your Alberta.ca Account for Organizations to an existing extra-provincial registration](#)
- [Maintain your active extra-provincial registration in Alberta](#)
- Register an Alberta corporation in another province

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1. Access the Online Extra-provincial Registration system through your browser by entering **https://newwestregistration.alberta.ca**
  - a. This application is supported for users of Google Chrome© and Microsoft Edge©.
  - b. The main menu or home screen will display.

**Note:** Screens in the actual Online Extra-provincial Registration system may have slight differences from those presented in this reference guide.

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2. Choose one of the menu options:

**a. Apply for a name reservation in Alberta**

- i. Select this option **before** you apply for extra-provincial registration of a 'named' corporation, e.g., Acme Widgets Inc., OR before you report a name change for your corporation AND
- ii. You need to purchase an Alberta Reservation Report (NUANS report) OR you have purchased an Alberta Reservation Report within the last 90 days, but it has not yet been reviewed by Alberta Corporate Registry.

**b. Register an extra-provincial named corporation in Alberta**

- i. Choose this option when you have a valid Alberta Reservation Report (purchased within the last 90 days) AND
- ii. Alberta Corporate Registry has advised that your corporation's name or assumed name can be used in Alberta.

**c. Register an extra-provincial numbered corporation in Alberta**

- i. Use this option when your corporation has a numbered name, e.g., 34343434 British Columbia Ltd., which was assigned by your home province registry.

**d. Register an extra-provincial limited partnership in Alberta**

- i. Choose this option when you want to register your out-of-province limited partnership in Alberta.

**e. Link your Alberta.ca Account for Organizations to a proposed or existing extra-provincial registration** or link your account to multiple existing extra-provincial registrations. Also use this option to **create** an Alberta.ca Account for Organizations:

- i. When you are registering your out-of-province corporation or limited partnership for the first time in Alberta OR
- ii. When this is the first time you are using the Online Extra-provincial Registration system to update your corporation or limited partnership that is already registered extra-provincially in Alberta.

**f. Maintain your active extra-provincial registration in Alberta**

- i. Select this option when your BC, Saskatchewan, or Manitoba corporation is already registered in Alberta and you want to update the registration, e.g., change of Alberta agent for service, or cancel your Alberta registration.

**g. Register an Alberta corporation or limited partnership in another province**

- i. Select this option to link to the BC, Manitoba, or Saskatchewan provincial registry system to begin your extra-provincial registration in that province.

## Apply for a name reservation in Alberta

- Select this option:
  - **Before** you apply for registration of a 'named' corporation, e.g., Acme Widgets Inc., OR
  - **Before** you report a name change for your corporation.
- When you select this option, you will be transferred to the Alberta.ca Account for Organizations application if you are not already logged in to that application.

### Apply for a Name Reservation in Alberta

You do not have an accepted Name Reservation application. Do you wish to start a Name Reservation application?

Start a Name Reservation Application

Back

[HELP](#)

1. When you apply for a name reservation, you will be purchasing an Alberta Reservation Report (NUANS report) OR submitting information about a report you have already purchased.
  - a. The report is used to ensure there are no identically named corporations in Alberta and to make sure you are aware of any similarly named corporations in the province.
2. You **need** to complete this step when:
  - a. You would like to register your 'named' BC, Manitoba, or Saskatchewan corporation, e.g., Acme Widgets Inc., in Alberta because you plan to carry on business in this province.
  - b. You have changed the name of your registered BC, Manitoba, or Saskatchewan corporation to another name, e.g., Bob and Mary's Widgets Ltd., in your home jurisdiction.
  - c. You need to use an 'assumed name' in Alberta because your corporation's legal name in your home province is identical or too similar to a corporation already in Alberta.
  - d. You want to purchase an Alberta Reservation Report through this system.
    - i. Alberta Corporate Registry will obtain a report on your behalf.
      - The cost is \$13.60.
  - e. You purchased an Alberta Reservation Report from an authorized service provider less than 90 days ago but have not submitted it to Alberta Corporate Registry for review.

3. You **do not** need to complete this step when:
  - a. Your corporation has a 'number name', e.g., 3455345 Manitoba Ltd., assigned by your home province.
  - b. You have changed your corporation's name in your home jurisdiction to a 'number name' assigned by your home province registry.
  - c. You are registering a BC, Saskatchewan, or Manitoba limited partnership.
  - d. You have been notified that Alberta Corporate Registry reviewed and approved your Name Reservation report less than 90 days ago.
4. Click 'Start a Name Reservation Application' to proceed.

My Account

Online Extra-provincial Registration - UAT

Apply for or submit an Alberta Reservation Report

Search

This service is only available to corporations from British Columbia, Manitoba, or Saskatchewan. Corporations from other jurisdictions should review Alberta.ca to locate an authorized service provider to purchase an Alberta Reservation Report.

Home jurisdiction\*

Select Home Jurisdiction ▼

Home jurisdiction registration number\*

Continue

Exit ↗

5. When you have logged into your Alberta.ca Account for Organizations you will return to 'Apply for or submit an Alberta Reservation Report'.
  - a. Select your corporation's home province.
  - b. Enter the incorporation number/registration number from your home province.
  - c. Click 'Continue'.


## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

The screenshot shows the 'Online Extra-provincial Registration - UAT' interface. The main heading is 'Apply for or submit an Alberta Reservation Report'. Below this is the section 'Name reservation report for Alberta'. A small note states: 'Confirm the information about your corporation, select your payment option, and click "Submit". If you have previously purchased an Alberta Reservation Report enter the report number and report date and click "Submit".' The form is divided into several sections: 1. 'Corporation details in the home jurisdiction' with fields for 'Home jurisdiction' (a dropdown menu showing 'Manitoba'), 'Home jurisdiction registration number' (text input '74258024'), and 'Legal entity name' (text input 'HVC 100 BLOCK B INC.'). 2. 'Name to be reserved in Alberta' with a 'Proposed name' field containing 'HVC 100 BLOCK B INC.'. 3. 'Alberta Reservation Report - purchase options' with radio buttons for 'None' and 'Proposed name/assumed name'. 4. 'I have already purchased the Alberta Reservation Report (s)' with fields for 'Alberta Reservation Report number for corporation name' and 'Alberta Reservation Report date' (format 'YYYY/MM/DD'). 5. 'Contact information' with fields for 'First name', 'Last name', and 'Email'.


6. Confirm your corporation details and indicate whether you wish to purchase an Alberta Reservation Report or whether you have already purchased a report.
  - a. Select 'none' if you will enter the details of a previously purchased report below.
  - b. Select 'proposed name/assumed name' to purchase a report for your corporation's legal name (as recorded in your home province) OR when you want to purchase a report for an assumed name when Alberta Corporate Registry has previously advised you that your corporation's name cannot be used in Alberta.
  - c. If applicable, enter the 'Alberta Reservation Report number' and 'Alberta Reservation Report date' for a report you have purchased within the last 90 days.
7. Select the relationship (to the corporation) for the contact person.
  - a. The contact person is the person associated to the Alberta.ca Account for Organizations.
8. When you select 'proposed name/assumed name' you will be transferred to MyAlberta eServices, a secure Government of Alberta electronic commerce payment facility.
  - a. The cost for your Alberta Reservation Report (\$13.60) will display on the right side of the screen.
  - b. If your corporation has a registered alternate name in your home province (French or English equivalent of the corporation's legal name) the cost will be for two Alberta Reservation Reports (\$27.20).

## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

- i. Both names need to be reviewed and approved before you register your corporation in Alberta.
- c. Go to the Secure Checkout and follow the instructions screen to record your credit card information.
- d. Your payment will be confirmed, and you will receive an email confirmation from MyAlberta eServices, along with a payment receipt.
- e. You will also receive an email from Alberta Corporate Registry confirming that your Alberta Reservation Report has been ordered.
  - i. Corporate Registry will review the report within 10 days of receipt.
  - ii. You will receive an email when the review has been completed.
- f. Your extra-provincial registration cannot be completed until Alberta Corporate Registry has reviewed the Alberta Reservation Report and approved your corporation's name for use in Alberta.

 MyAlberta eServices

[Go](#)

 \$13.60

[Agriculture & Land](#) [Culture & Recreation](#) [Education](#) [Legal Matters & Documents](#) [Work & Industry](#) [Vehicles & Transport](#) [Specialty Plates](#) [Magento Upgrade Test Category](#)

## Order Details

Item	Price	Quantity	Subtotal
<a href="#">Alberta Reservation Report</a>	\$13.60	1	\$13.60

**Order Details**

First Name: Jennifer

Last Name: LeBlanc


Reserved Name: FUN TESTING SCENARIOS INC.

Purchase Option: ReservedName

[Remove item](#)

### Order Summary

Subtotal	\$13.60
<b>Order Total</b>	<b>\$13.60</b>

 **Secure Checkout**

[< Continue Browsing](#)



# Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

My Account

Online Extra-provincial Registration - UAT

Register for an extra-provincial named corporation in Alberta

**Reserved name**

Notification: Your Alberta Reservation Report request is being processed.

You will receive an email from Alberta Corporate Registry confirming your corporation name can be used in Alberta. You can continue with your extra-provincial registration when you have received confirmation.

Your Alberta Reservation Report number is displayed below. Click 'Continue' to proceed with your application.

Alberta name reservation report number

Continue

Exit ↗

9. If you attempt to continue the registration before Corporate Registry completes its review of the Alberta Reservation Report, you will receive a notification advising that you will be contacted when the review has been completed.

My Account

Online Extra-provincial Registration - UAT

Apply for or submit an Alberta Reservation Report

**Search**

Notification: The Alberta Reservation Report for your corporation name has been reviewed by Alberta Corporate Registry. As indicated in our recent email, the corporation name or the report itself cannot be used in Alberta. Click 'Continue' and apply for an Alberta Reservation Report for an assumed name or click 'Continue' and select 'Register an extra-provincial numbered corporation' to register with an assumed 'number name'.

This service is only available to corporations from British Columbia, Manitoba, or Saskatchewan. Corporations from other jurisdictions should review Alberta.ca to locate an authorized service provider to purchase an Alberta Reservation Report.

Home jurisdiction\*

British Columbia

Home jurisdiction registration number\*

BC0878327


☐ Register an extra-provincial numbered corporation

Continue

Exit ↗

HELP

LOGOUT



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10. If your corporation's name cannot be used in Alberta, you will receive an email from Alberta Corporate Registry.
- a. You must decide whether to apply for an Alberta Reservation Report for an 'assumed' name that you will use in Alberta OR
  - b. You can decide to register in Alberta with an assumed name that is composed of your home jurisdiction registration number and your home province name, e.g., 7456604 Manitoba Ltd.

## Register an extra-provincial 'named' corporation in Alberta

- Select this option when:
  - You are ready to register your BC, Manitoba, or Saskatchewan corporation in Alberta AND
  - You have received the Alberta Reservation Report from Alberta Corporate Registry and confirmation that your corporation's name can be used in Alberta.
- When you select this option, you will be transferred to the Alberta.ca Account for Organizations application if you are not already logged in to that application.

[My Account](#)

## Online Extra-provincial Registration - UAT

### Register for an extra-provincial named corporation in Alberta

#### Reserved name

Your Alberta Reservation Report number is displayed below.  
Click 'Continue' to proceed with your application.

**Alberta name reservation report number**

123456

Continue

Exit ↗

1. Confirm that the Alberta Reservation Report number matches the report number that you received from Alberta Corporate Registry or that you previously purchased from an authorized service provider.
2. Click 'Continue'.
3. The system will check to ensure your corporation is active in your home province and display the details.
  - a. You will receive an error message if the information you entered cannot be validated by the home province or if the registry system in that province is not available.
  - b. You will need to try again later.

[My Account](#)

## Online Extra-provincial Registration - UAT

### Register for an extra-provincial named corporation in Alberta

#### Complete Registration

**Notification:** Review the information on this screen, complete any mandatory fields, and click 'Confirm Registration' to submit your registration request.

#### Corporation details in the home jurisdiction

**Home jurisdiction**

**Registry number in home jurisdiction**

**Legal entity name**

- Details about your corporation from your home province registry will appear on the screen.

#### Head office address

**Address**

**City**

**Province**

**Postal code**

**Country**

**Email\***

- Enter an email address for the corporation.
  - The email address may be the same as that associated to your Alberta.ca Account for Organizations or it may be a different email address.

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**Name reserved in Alberta**

**Reserved name**

**Alberta Reservation Report(s)**

**Alberta name reservation report number**

**Alberta name reservation report date**

**Agent for service**

**Primary agent**

**First name\***

**Last name\***

**Firm name**

**Address\***

6. Enter information for the Primary Agent for Service in Alberta.
  - a. The primary agent for service must be an individual located within Alberta.
    - i. Enter the first and last name.
  - b. Enter the agent's firm name (optional).
  - c. Enter the agent's address.
    - i. A physical address in Alberta must be supplied.
    - ii. The address can be a street address or a legal land description in Alberta.
    - iii. There must be a mailing address when there is a legal land description and there may be a mailing address when there is a street address.
    - iv. When there is a mailing address, enter it first, followed by the physical address, e.g., Box 345, 5750-29 St.
    - v. Enter the city/town and postal code for the agent for service.
    - vi. Enter the email address for the agent for service.

7. When there is an alternate agent for service, insert a checkmark.
  - a. The alternate agent for service must also be an individual with a physical address located in Alberta.
  - b. The alternate agent's firm name and physical address may be the same or may be different from the primary agent's firm name/address.
8. In the Contact section of the screen, select the contact's relationship to the corporation.
  - a. The contact information is copied from your Alberta.ca Account for Organizations.
9. Click 'Confirm Registration'.
  - a. When your corporation has been registered in Alberta, a certificate of registration and a registration statement will be mailed to the agent for service and the head office.

## Register for an extra-provincial named corporation in Alberta

### Name Reservation



**Success:** Your request is being processed. A certificate of registration and proof of filing will be emailed to the head office and to the agent(s) for service when the registration has been completed.

Exit ↑

## Register an extra-provincial 'numbered' corporation in Alberta

- This option may only be used when:
  - The corporation's name is a 'number' name, e.g., 7456426 Manitoba Ltd., assigned by the home province registry OR
  - The corporation has chosen to use a numbered name as its assumed name in Alberta, because the legal name of the corporation cannot be used in Alberta.
- When you select this option, you will be transferred to the Alberta.ca Account for Organizations application if you are not already logged in.

My Account

### Online Extra-provincial Registration - UAT

## Register an extra-provincial numbered corporation in Alberta

### Search

Enter the information below to register your extra-provincial numbered corporation in Alberta.

Home jurisdiction\*

Registry number in home jurisdiction\*

Continue

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HELP LOGOFF

1. Select your corporation's home province from the list in the 'Home Jurisdiction' field.
2. Enter your incorporation certificate number or the registration number assigned to your corporation by the home province.
3. The system will check to ensure your corporation is active in your home province and display the details.
  - a. You will receive an error message if the information you entered cannot be validated by the home province or if the registry system in that province is not available.
  - b. You will need to try again later.

My Account

Online Extra-provincial Registration - UAT

Register an extra-provincial numbered corporation in Alberta

Numbered corporation

Enter the information below to register your extra-provincial numbered corporation in Alberta.

Corporation details in home jurisdiction

Home jurisdiction

Manitoba

Registry number in home jurisdiction

7456426

Legal entity name

7456426 MANITOBA LTD.

Business number

742117096

Legal entity name

7456426 MANITOBA LTD.

Business number

742117096

Head office address

Address

P.O. BOX 591

City

BEAUSEJOUR

Province

Manitoba

Postal code

R0E0C0

Country

Canada

Email\*

- Confirm that your corporation's information is displayed.

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Classification: Public



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5. Enter the corporation's email address.
- a. The email address may be the same or different than the email address associated to your Alberta.ca Account for Organizations.

The screenshot shows a web form titled "Agent for service". It contains several input fields and a dropdown menu. The fields are labeled "Country", "Email\*", "First name\*", "Last name\*", "Firm name", "Address\*", "City\*", "Province\*", "Postal code\*", "Country\*", and "Email\*". The "Province\*" dropdown menu is set to "Alberta". At the bottom of the form, there is a checkbox labeled "Alternate agent (Check to add)".

6. Enter information for the Primary Agent for Service in Alberta.
- a. The primary agent for service must be an individual located within Alberta.
- i. Enter the first and last name.
- b. Enter the agent's firm name. (optional)
- c. Enter the agent's address.
- i. A physical address in Alberta must be supplied.
- ii. The address can be a street address or a legal land description within Alberta.
- iii. A mailing address must be supplied when the physical address is a legal land description, and a mailing address may be supplied when there is a street address
- iv. When there is a mailing address, enter the mailing address first, followed by the physical address, e.g., Box 345, 5750-29 St.
- v. Enter the city/town and postal code for the agent for service.
- vi. Enter the email address for the agent for service.

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7. When there is an alternate agent for service, insert a checkmark and enter the details.
  - a. The alternate agent must also be an individual located in Alberta.
  - b. The alternate agent's firm name and physical address may be the same or may be different from the primary agent's firm name/address.
8. In the Contact section, select your relationship to the corporation.
  - a. The contact information is copied from your Alberta.ca Account for Organizations.
9. Click 'Confirm Registration'.
  - a. When your corporation has been registered in Alberta, a certificate of registration and a registration statement will be mailed to the agent for service and the head office.

## Register an extra-provincial limited partnership in Alberta

- Choose this option to register your BC, Saskatchewan, or Manitoba limited partnership in Alberta.
- When you select this option, you will be transferred to the Alberta.ca Account for Organizations application if you are not already logged in.

Online Extra-provincial Registration - UAT

Register an extra-provincial limited partnership in Alberta

**Search**

Enter the information below to register your extra-provincial limited partnership in Alberta.

Home jurisdiction\*

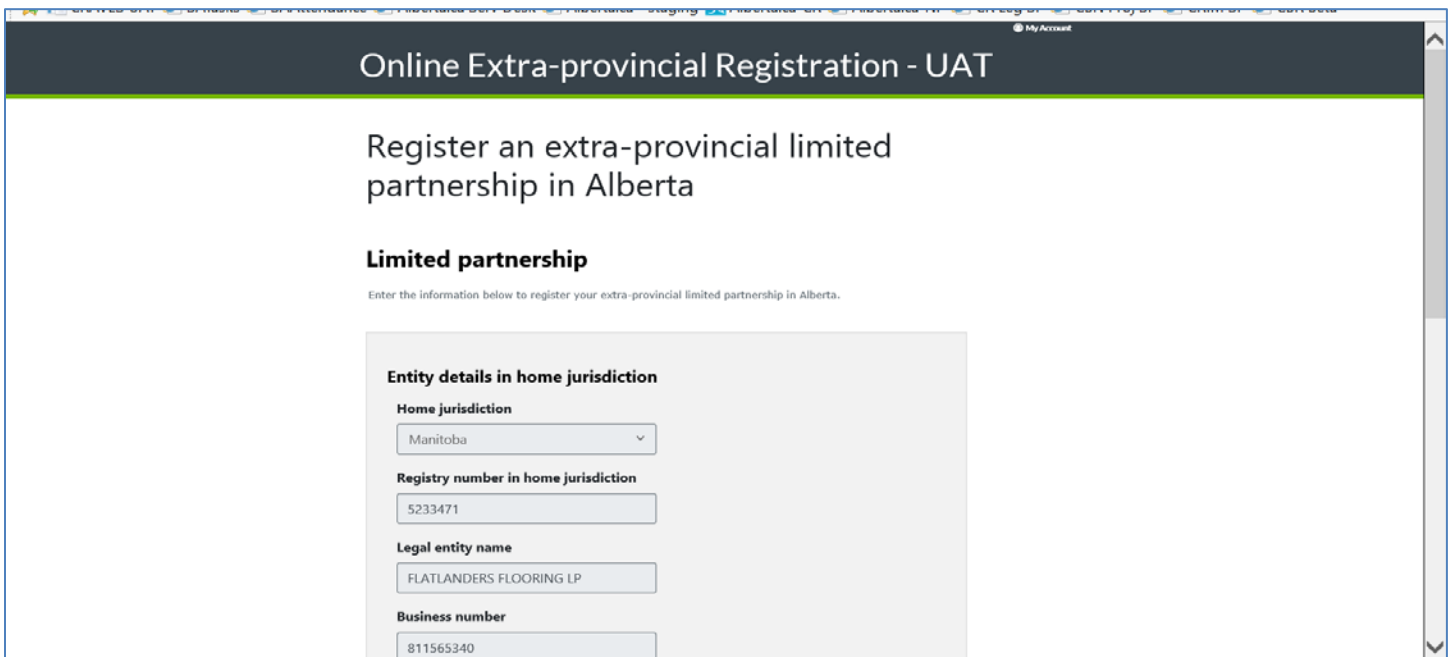
Registry number in home jurisdiction\*

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1. Select your limited partnership's home province from the list in the 'Home Jurisdiction' field.
2. Enter the registration number assigned to your limited partnership by the home province.
3. Click 'Continue'.
4. The system will check to ensure your limited partnership is active in your home province and display the details.
  - a. You will receive an error message if the information you entered cannot be validated by the home province or if the registry system in that province is not available.
  - b. You will need to try again later.

## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships



Online Extra-provincial Registration - UAT

Register an extra-provincial limited partnership in Alberta

**Limited partnership**

Enter the information below to register your extra-provincial limited partnership in Alberta.

**Entity details in home jurisdiction**

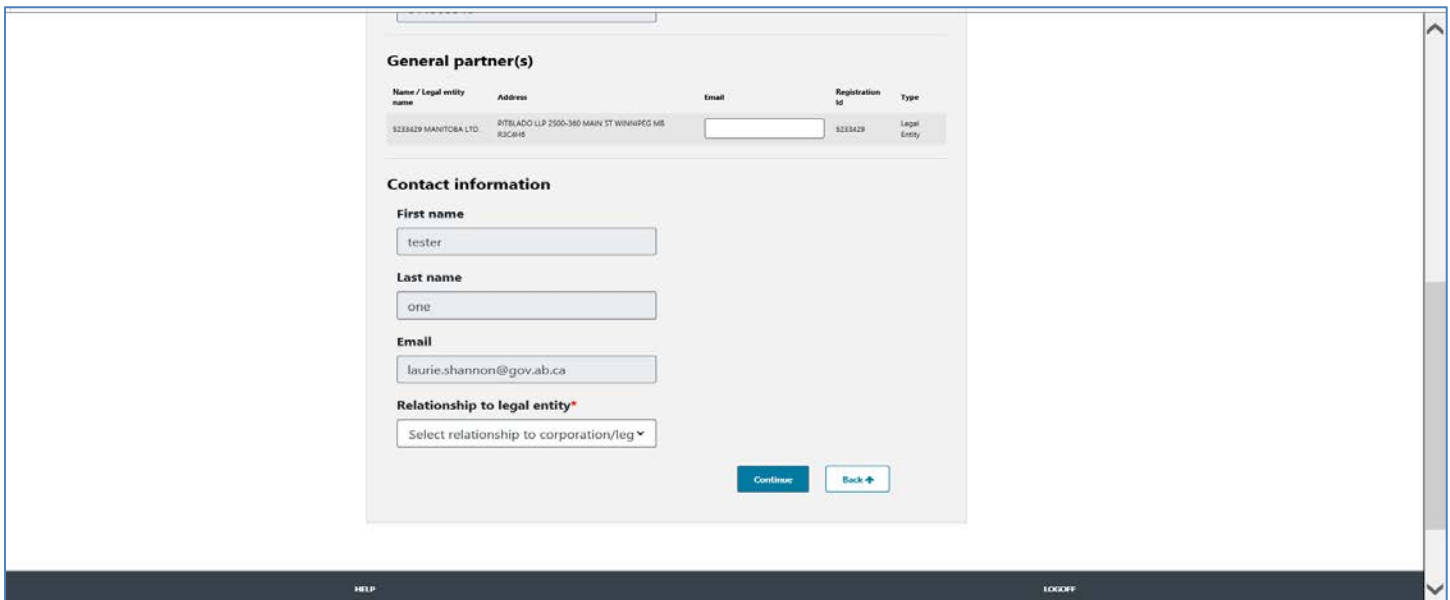
Home jurisdiction  
Manitoba

Registry number in home jurisdiction  
5233471

Legal entity name  
FLATLANDERS FLOORING LP

Business number  
811565340

5. Confirm your limited partnership's information from the home jurisdiction is displayed.



**General partner(s)**

Name / Legal entity name	Address	Email	Registration id	Type
5233429 MANITOBA LTD.	RTELADO LLP 2500-360 MAIN ST WINNIPEG MB R3C 6H6		5233429	Legal Entity

**Contact information**

First name  
tester

Last name  
one

Email  
laurie.shannon@gov.ab.ca

Relationship to legal entity\*  
Select relationship to corporation/leg

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6. Enter an email address for the general partner(s).
7. In the Contact section, select your relationship to the corporation.
  - a. The contact information is copied from your Alberta.ca Account for Organizations.
8. Click 'Confirm Registration'.
9. When your limited partnership has been registered in Alberta, proof of registration and a registration statement will be mailed to the general partner and the contact person.

## Link your Alberta.ca Account for Organizations to an existing extra-provincial registration

- Use this option when:
  - Your extra-provincial corporation or limited partnership was registered in Alberta before June 29, 2020 AND
  - You have not previously recorded any changes or updates to the registration using Alberta's Online Extra-Provincial Registration System (this system).
  - You want to update the registration, e.g., new agent for service in Alberta.
  - You want to link your Alberta.ca Account for Organizations to another extra-provincial corporation registration.

matthewoeprmras@shaw.ca is currently not linked My Account

### Online Extra-provincial Registration - UAT

## Link your Alberta.ca Account for Organizations to an existing extra-provincial registration

### Search

Use this process to associate an Alberta.ca Account for Organizations to an existing Alberta registration for your BC, Manitoba, or Saskatchewan corporation or limited partnership.  
Enter one of the search criteria and click 'Continue'.

**Registry number in home jurisdiction**

**Business number**

**Alberta extra-provincial registration number**

**Continue**

**Back ↗**

1. Enter the incorporation or registration number, as assigned by your home province.
2. Enter the registration number assigned by Alberta Corporate Registry when your corporation or limited partnership was first extra-provincially registered in Alberta.

## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

- a. Alberta registration numbers can be found on certificates of extra-provincial registration (corporations only), proofs of filing, and registration statements previously issued to your business by Alberta Corporate Registry.
  - b. Note: The business number field is not functional at present.
3. Click 'Continue'.
4. The system will check to ensure your business is active in your home province and is currently registered with Alberta Corporate Registry.
  - a. You will receive an error message if the information you entered cannot be validated by the home province or if the registry systems are not available.
  - b. You will need to try again later.
5. When your business information and status has been validated the Alberta.ca Account for Organizations screen will display.

The screenshot shows the 'Alberta.ca Account for business use' login interface. At the top, it says 'An official site of the Alberta Government' and 'Built on 2024-09-05'. The header includes the 'Alberta' logo and 'Alberta.ca Account', along with links for 'Available services', 'Get help', and 'Contact'. The main content area features a central login box with the title 'Alberta.ca Account for business use'. Inside this box, there is a button labeled 'Sign in with email or username', followed by an 'or' separator. Below the separator are two buttons: 'Sign in with Google' and 'Sign in with Microsoft'. At the bottom of the login box, there is a link that says 'Don't have an account? Create account'. Below the login box, there is a link for 'Terms of Use'.

- a. Enter your email address and follow the prompts to create an Alberta.ca Account for Organizations OR enter your email address if you have previously created an Alberta.ca Account for Organizations for this business.
  - b. If you have difficulty with an email address, you can use the username you previously created for your Alberta.ca Account for Organizations.

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6. Once your Alberta.ca Account for Organizations has been created and you receive an email confirmation verifying the creation, you can use the Online Extra-provincial Registration system to register your business in Alberta or update your business information.
  
7. If you have questions about the Alberta.ca Account for Organizations creation process, click one of the links at the top right of your screen to get help or contact the Alberta.ca Account for Organizations service team.

## Maintain your active extra-provincial registration in Alberta

- Select this option to:
  - Cancel the registration of your extra-provincial corporation or limited partnership in Alberta
    - This does not affect your registration in your home province.
  - Change, add, or inactivate the Alberta agent for service for your extra-provincial corporation registration in Alberta.
  - Unlink your Alberta.ca Account for Organizations from your registered extra-provincial corporation or limited partnership.
    - This update prevents any future updates from being registered for the corporation or limited partnership until a new Alberta.ca Account for Organizations is linked to the extra-provincial registration OR until the current Alberta.ca Account for Organizations is relinked with the extra-provincial registration.
  - Note: Please contact Alberta Corporate Registry at 1-800-661-3723 if you want to register the following changes because these services are not available on Alberta's Online Extra-Provincial Registration System (this system).
    - Change or cancel the 'assumed' name of your registered corporation
    - Change the email address for the Head Office of your registered corporation
    - Change the email address for a general partner in your registered limited partnership
- When you select this option, you will be transferred to the Alberta.ca Account for Organizations application if you are not already logged in.

matthewoeprmas@shaw.ca is currently linked to 10129762 MANITOBA LTD.My Account

## Online Extra-provincial Registration - UAT

### Maintain your active extra-provincial registration in Alberta

Enter the information below to maintain your extra-provincial corporation registration in Alberta.

- [Cancel extra-provincial registration](#)
- [Change agent for service](#)
- [Change assumed name or cancel assumed name](#)
- [Unlink your Alberta.ca Account for Organizations from an extra-provincial corporation/limited partnership](#)

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**Alberta's Online Extra-provincial Registration System for  
British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships**

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1. Select the desired update option.
2. The system will check to ensure your business registration is active in your home province and in Alberta.
  - a. You will receive an error message if the business record cannot be validated by the home province and/or by Alberta Corporate Registry or if one of the registry systems is not available.
  - b. You will need to try again later.

**A. Cancel extra-provincial registration**

1. Select this option from the 'Maintain Registration' menu.
  - a. Note: You do not need to cancel your extra-provincial registration if your corporation or limited partnership has been cancelled or dissolved in your home province.

Your home province will automatically report the cancellation/dissolution in the home province and Alberta Corporate Registry will automatically cancel your extra-provincial registration in Alberta.

2. You will receive a warning message similar to the following:

**cal-go-web-139:987 says**

YOU ARE ABOUT TO CANCEL YOUR REGISTRATION! <br/> <br/> Are you sure you want to cancel the extra-provincial registration in Alberta for this business?

OK


Cancel

- a. Click 'OK' when the business is voluntarily ceasing business in Alberta but is still carrying on business in the home province.

## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

3. You will receive a confirmation message that the extra-provincial registration has been cancelled.

### Maintain your active extra-provincial registration in Alberta

**Success:** Your request is being processed. Confirmation of cancellation of registration in Alberta will be emailed to the head office when processing has been completed.

Exit ↗

- a. A confirmation email will be sent to the contact person and general partner(s) for a limited partnership.

### B. Change agent for service

#### Change agent for service

**Details**

The primary and/or alternate agent for service must be an individual located in Alberta.  
Change the primary and/or alternate agent for service on their address or email address by typing over the existing information.  
Add a new alternate agent for service by clicking the "Alternate Agent for Service" checkbox and entering the details.  
When all agents for service have resigned or their appointments have been terminated by the corporation, click "Terminate All". You must appoint a new agent for service within 100 days or the corporation's extra-provincial registration in Alberta will be suspended.

**Entity details in home jurisdiction**

**Home jurisdiction**

BC

**Registry number in home jurisdiction**

BC0878327

**Legal entity name**

ECLAIRAGE O.M.J. INC.

**Business number**

**Contact information**

**First name**

tester

**Last name**

one

**Email**

tsurlezhannon@gov.ab.ca

**Relationship to legal entity\***

Select relationship to corporation/legal-

1. Select this option from the 'Maintain Registration' menu.
  - a. This option is only available for registered extra-provincial corporations.
  - b. Details from your home province, the contact person, and the current primary and alternate agent for service will display on the screen.
2. Select the contact person's relationship to the corporation from the drop-down selection.
  - a. The contact's name and email are from your Alberta.ca Account for Organizations.

**Alberta's Online Extra-provincial Registration System for  
British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships**

**Agent for service**

**Primary agent**

First name\*  
JANE

Last name\*  
SMITH

Firm name

Address\*  
123 JACPER AVE

City\*  
EDMONTON

Province\*  
Alberta

Postal code\*  
T0L 0L0

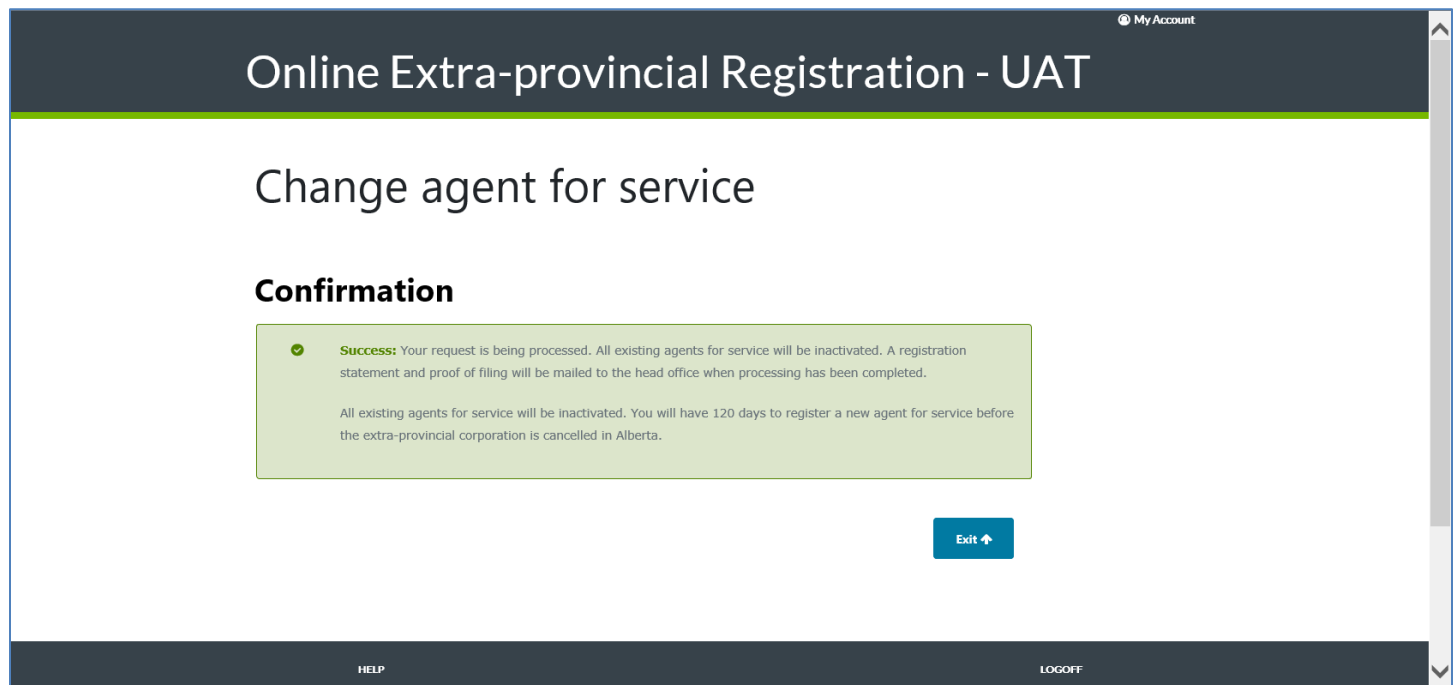
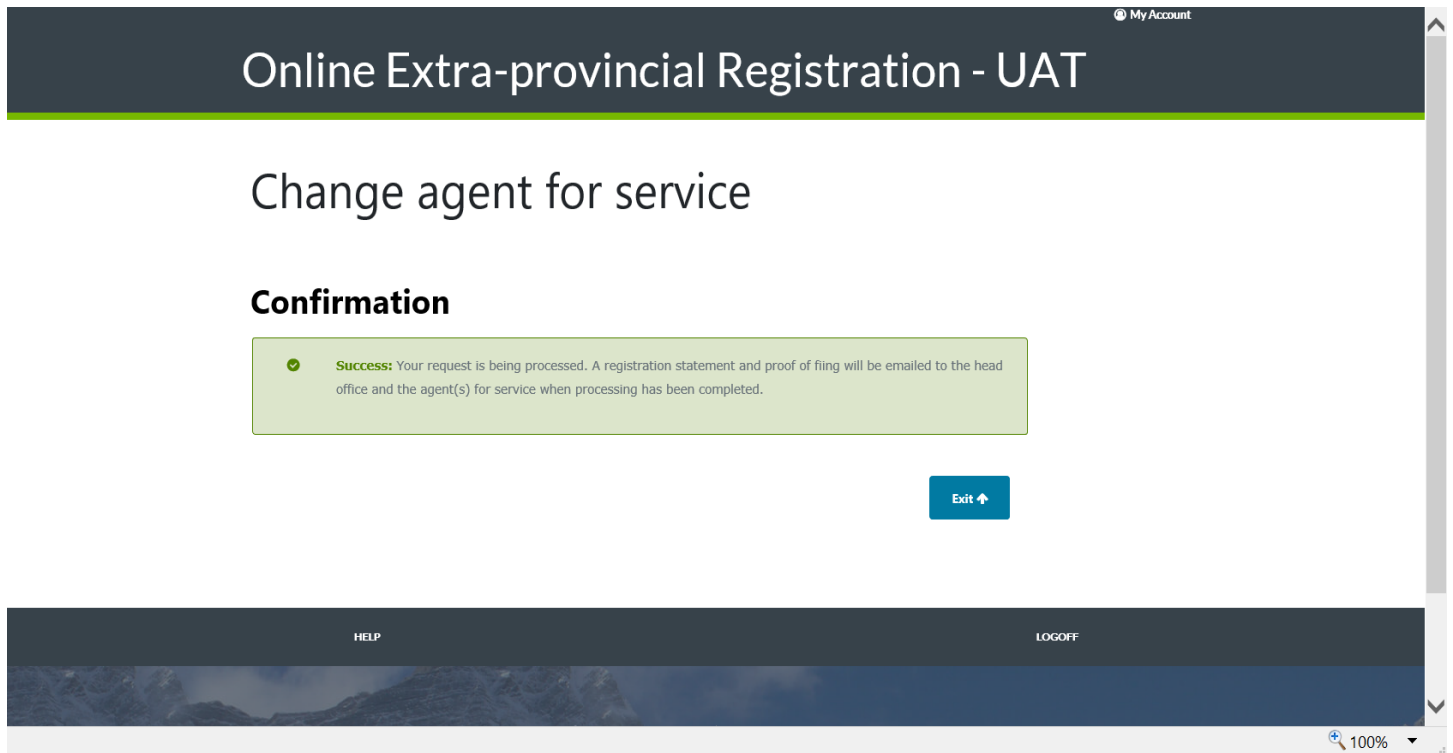
Country\*  
Canada

Email\*  
JANE.SMITH@AFSAL.COM

☐ Alternate agent (Check to add)

[Previous](#) [Inactivate All](#) [Back](#) [Exit](#)

3. To replace the primary and/or alternate agent for service, type details overtop the existing information:
  - a. The primary agent and alternate agent for service must be located in Alberta.
  - b. The primary agent and alternate agent must have a street address or legal land description within Alberta.
    - i. When a legal land description has been supplied, ensure it is preceded by a mailing address, e.g., Box 1234, SE ¼ Sec 3 Twp 27 Rng 4 W5M.
    - ii. A firm name for the primary agent and/or alternative agent for service can also be supplied.
    - iii. The firm name and physical address for the primary and alternate agent may be the same or they may be different.
    - iv. Ensure the new agent's email address is entered.
4. To add an alternate agent for service, enter a checkmark in the checkbox.
  - a. Enter the name, address, and email address as above.
5. When all agents for service have resigned or had their appointments revoked, click 'Inactivate all'.
  - a. When 'Inactivate all' has been selected a confirmation message will display before the request is processed.
  - b. The message will remind you that a new agent for service must be appointed and registered in this system within 120 days or the Alberta Registrar of Corporations may cancel the Alberta extra-provincial registration for the corporation.
  - c. Click 'OK' to proceed.



6. A confirmation message will display.

- a. Confirmation of registration will be sent to any remaining agents for service and to the head office.

**Alberta's Online Extra-provincial Registration System for  
British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships**

**C. Unlink Alberta.ca Account for Organizations from extra-provincial corporation or limited partnership**

1. Select this option from the 'Maintain Registration' menu.
  - a. When this option is selected, no further registration services can be processed for this extra-provincial registration until it is linked to another Alberta.ca Account for Organizations OR relinked to the current Alberta.ca Account for Organizations.
2. When this option is selected a confirmation message will display before the request is processed.
  - a. The message will remind you that you are unlinking the extra-provincial registration from the Alberta.ca Account for Organizations.
  - b. Click 'OK' to continue.

matthewoeprmr@shaw.ca is currently linked to 10129762 MANITOBA LTD. My Account

## Online Extra-provincial Registration - UAT

### Maintain your active extra-provincial registration in Alberta

Enter the information below to maintain your extra-provincial corporation registration in Alberta.

- [Cancel extra-provincial registration](#)
- [Change agent for service](#)
- [Change assumed name or cancel assumed name](#)
- [Unlink your Alberta.ca Account for Organizations from an extra-provincial corporation/limited partnership](#)


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3. A confirmation message will display on the screen.
  - a. If you encounter difficulties using this process or believe that your Alberta.ca Account for Organizations has been unlinked in error, please contact Alberta Corporate Registry at 1-800-661-3723 to discuss the situation.

matthewoeprmr@shaw.ca is currently not linked My Account

## Online Extra-provincial Registration - UAT

### Maintain your active extra-provincial registration in Alberta

 **Success:** The out-of-province business registration is no longer linked to your Alberta.ca Account for Organizations.

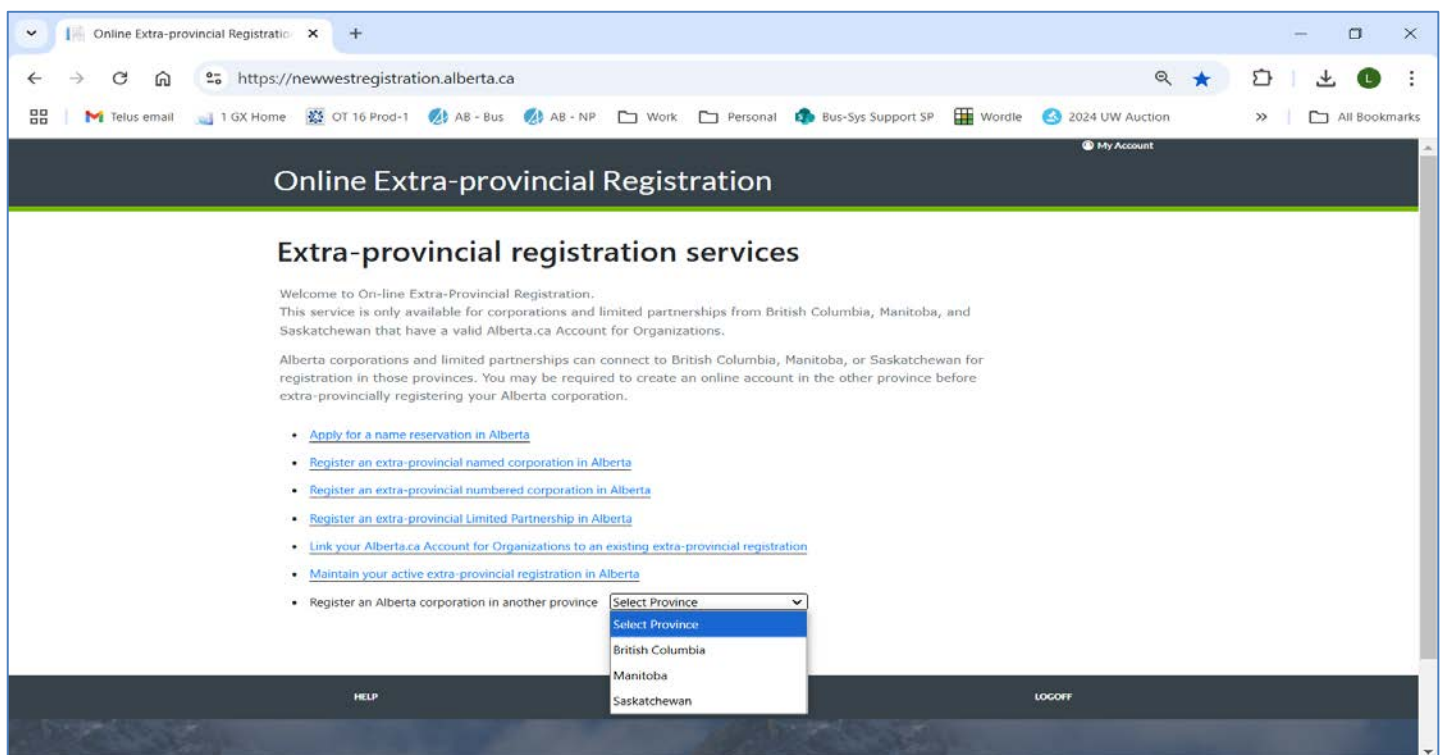
To submit future registration changes, you will need to relink the out-of-province registration to your Alberta.ca Account for Organizations or you can request a staff account for an Alberta.ca Account for Organizations currently associated to the out-of-province registration by following the instructions in the 'Get Help' link at the top of the screen. Contact the Alberta.ca Account team at 1-844-643-2789 if you need assistance.

[Exit ↗](#)

## Alberta's Online Extra-provincial Registration System for British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships

### Register an Alberta corporation or limited partnership in another province

- This option can only be used by Alberta corporations and limited partnerships that want to extra-provincially register in **BC, Manitoba, or Saskatchewan**.
  - This option links you directly to the registration process and/or information needed for extra-provincial registration BC, Manitoba, and Saskatchewan.
  - Alberta corporations and limited partnerships that want to extra-provincially register in other Canadian jurisdictions and countries must apply directly to those jurisdictions.
- Select the desired province in the drop-down selection box.
  - You may be required to set up an electronic account in the desired province before beginning the registration process.



**Alberta's Online Extra-provincial Registration System for  
British Columbia, Manitoba, and Saskatchewan Corporations and Limited Partnerships**

## **Additional references and contact information for New West Partnership extra-provincial registration**

- This information is subject to change without notice.

Alberta	general extra-provincial corporation and limited partnership information	<a href="https://www.alberta.ca/register-out-of-province-corporation">https://www.alberta.ca/register-out-of-province-corporation</a> <a href="https://www.alberta.ca/register-business-name">https://www.alberta.ca/register-business-name</a>
	Online Extra-provincial Registration system (this system)	<a href="https://newwestregistration.alberta.ca">https://newwestregistration.alberta.ca</a>
	Service Alberta Contact Centre	Telephone: 780-427-7013 Email: <a href="mailto:cr@gov.ab.ca">cr@gov.ab.ca</a>
	Corporate Registry	Telephone: 1-800-661-3723 Email: <a href="mailto:corp.reg.@gov.ab.ca">corp.reg.@gov.ab.ca</a>
	Alberta.ca Account for Organizations	Website: <a href="https://business.account.alberta.ca/#/">https://business.account.alberta.ca/#/</a> Telephone: 1-844-643-2789 Email: <a href="mailto:alberta-ca.account@gov.ab.ca">alberta-ca.account@gov.ab.ca</a>
	MyAlberta eServices	Website: <a href="https://eservices.alberta.ca">https://eservices.alberta.ca</a> Telephone: 1-844-643-2788 Email: <a href="mailto:myalberta.eservices@gov.ab.ca">myalberta.eservices@gov.ab.ca</a>
British Columbia	general extra-provincial corporation and limited partnership information	<a href="https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/new-west-partnership-trade-agreement">https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/new-west-partnership-trade-agreement</a>
	online registration	<a href="https://www.corporateonline.gov.bc.ca/">https://www.corporateonline.gov.bc.ca/</a> OR  <a href="https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/news-updates/modernization-updates/setup-manage-corporation">https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/news-updates/modernization-updates/setup-manage-corporation</a>  <a href="https://www.names.bcregistry.gov.bc.ca/">https://www.names.bcregistry.gov.bc.ca/</a>
	contact	Telephone: 1-877-526-1526 Email: <a href="mailto:BCRegistries@gov.bc.ca">BCRegistries@gov.bc.ca</a>
Manitoba	general extra-provincial corporation and limited partnership information	<a href="https://companiesoffice.gov.mb.ca/newwestpartnership.html">https://companiesoffice.gov.mb.ca/newwestpartnership.html</a>
	online registration	<a href="https://companiesoffice.gov.mb.ca/online.html">https://companiesoffice.gov.mb.ca/online.html</a>
	contact	Telephone: 1-888-246-8353 Email: <a href="mailto:companies@gov.mb.ca">companies@gov.mb.ca</a>
Saskatchewan	general extra-provincial corporation and limited partnership information	<a href="https://www.isc.ca/CorporateRegistry/RegisteringaBusiness/RegistryourBusiness/RegisternaNWPorEPBusiness/Pages/default.aspx">https://www.isc.ca/CorporateRegistry/RegisteringaBusiness/RegistryourBusiness/RegisternaNWPorEPBusiness/Pages/default.aspx</a>
	online registration	<a href="https://corporateregistry.isc.ca/">https://corporateregistry.isc.ca/</a>
	contact	Telephone: 1-866-275-4721 Email: <a href="mailto:corporateregistry@isc.ca">corporateregistry@isc.ca</a>