



**Canada Business Corporations Act (CBCA)
FORM 6
CHANGES REGARDING DIRECTORS
(Sections 106 and 113(1))**

1 - Corporate name

2 - Corporation number

3 - The following individuals are new members of the board of directors

<i>First and last name</i>	<i>Address (must be a street address, a P.O. Box is not acceptable)</i>	<i>Canadian Resident Yes / No</i>	<i>Start Date (YYYY-MM-DD)</i>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>
		<input type="checkbox"/>	<input type="text"/>

4 - The following individuals are no longer members of the board of directors

<i>First name</i>	<i>Last name</i>	<i>End Date (YYYY-MM-DD)</i>
		<input type="text"/>
		<input type="text"/>

5 - Change of address of directors

<i>First and last name</i>	<i>New address (must be a street address, a P.O. Box is not acceptable)</i>

6 - Declaration

I hereby certify that I have relevant knowledge of the corporation, and that I am authorized to sign this form.

Signature: _____

Print name: _____ Telephone number: _____

Note: Misrepresentation constitutes an offence and, on summary conviction, a person is liable to a fine not exceeding \$5000 or to imprisonment for a term not exceeding six months or to both (subsection 250(1) of the CBCA).





Instructions FORM 6 CHANGES REGARDING DIRECTORS

There is no fee for this service.

You can also use our Online Filing Centre (corporationscanada.ic.gc.ca) to make these changes.

You are providing information required by the *Canada Business Corporations Act* (CBCA). Note that both the CBCA and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Subsection 113(1) of the CBCA requires a corporation to send Form 6 to Corporations Canada within 15 days of any change to its Board of directors.

If the number of directors is different from the fixed number or is not within the minimum and maximum number set out in the corporation's articles, you must also file Form 4 - Articles of Amendment to effect a change. There is a filing fee of \$200 for Articles of Amendment (paragraph 173(1)(m) and subsection 177(1) of the CBCA).

Item 3

Directors must provide a **residential address** or an **address for service** that is not their residential address. 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 directors of a corporation, even if the address of a director is also a residential address, are corporate information that is public and will be published on the Corporations Canada website*.**

At least 25 percent of the directors of a corporation must be Canadian residents. If a corporation has less than four directors, at least one director must be a Canadian resident (subsection 105(3) of the CBCA). However, there may be another statute that requires a higher percentage. For example, the board of directors of corporations operating in uranium mining, book publishing and distribution, book sale or film and video distribution must be comprised of a majority of Canadian residents (subsection 105(3.1) of the CBCA and section 16 of the CBCA Regulations).

If the corporation is a "distributing" corporation, there must be at least three directors.

Item 6

This form must be signed by an individual who has relevant knowledge of the corporation and who is authorized by the directors. For example:

- A director of the corporation
- An authorized officer of the corporation
- An authorized agent

If the space available under items 3, 4 and 5 is insufficient, please attach a schedule to the form.

*For details on the public availability of corporate information, consult "**Public Disclosure of Corporate Information**", available on the Corporations Canada website.

For more information, consult the Corporations Canada website (corporationscanada.ic.gc.ca) or call toll-free (within Canada) **1-866-333-5556** or (from outside Canada) **613-941-9042**.

Send documents:

By mail: Corporations Canada
235 Queen Street
Ottawa, Ontario K1A 0H5

By e-mail: IC.corporationscanada.IC@canada.ca