

Declaration of Trade Name

Partnership Act

INSTRUCTIONS

Use this form to collect information to submit to an authorized Corporate Registry service provider. The information will be filed with the Registrar of Corporations in accordance with the *Partnership Act*.

NOTE: Filing of a Declaration of Trade Name is required mainly to provide proof that the name is in use by a particular business. Filing of the declaration does not give any right of ownership of the name.

To assist you in making an informed decision on the proposed name, an Alberta Business Name Search Report may be obtained and assessed before you file this Declaration.

- Item 1. Enter the trade/business name under which the declarant carries on or intends to carry on business.
- Item 2. Enter the type of business.
- Item 3. Enter the business location within Alberta.
- Item 4. Enter the date on which the use of business name commenced.
- Item 5.
 - Enter the last name/corporation name, first name and middle name of the individual or corporation that will use the trade name.
 - Enter the residential address of the declarant, including the postal code.
 - Enter the mailing address of the declarant, including the postal code if it is different from the residential address.
 - Enter the email address of the declarant (optional).
 - Enter the occupation of the declarant.
- Item 6. The information is automatically copied from other sections of the form. No data entry is required.
- Item 7.
 - Enter the first and last name of the authorized individual. The middle name is optional.
 - Select the appropriate relationship to the corporation.
 - Enter the telephone number of the signing authority.
 - Enter the email address of the signing authority.
 - Enter the date of submission.
 - Ensure the form is signed.

Note: The authorized representative of the business must present their identification to the Corporate Registry service provider in order to register this information.

This information is collected in accordance with the *Partnership Act*. A declaration must be submitted for a sole proprietorship to declare its use of a name for trading or other business purposes. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre staff: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Trade Name

2. Type of Business

3. Business Location within Alberta

4. Enter the date the business began

5. Trade Name Declarant (individual or legal entity)

Last Name/Corporation Name		First Name	Middle Name (optional)	
Street/Mailing Address		City/Town	Province	Postal Code
Email address (optional)			Occupation	

6. Statement

_____ confirms they carry on business
Name of Declarant

under the trade name _____
Trade Name

as a sole proprietorship and are not associated in partnership with any other person or persons in relation to the business carried on under this trade name.

7. Authorized Representative/Authorized Signing Authority for the Business

_____	_____
Last Name, First Name, Middle Name	Relationship to Business
_____	_____
Telephone Number	Email Address (optional)
_____	_____
Date of submission (yyyy-mm-dd)	Signature