

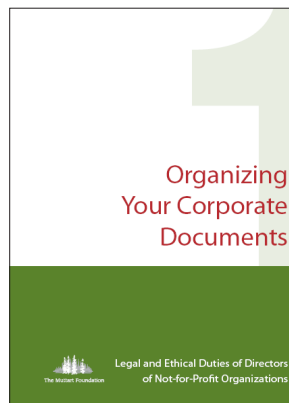
# Appendix A

## A Guide to Searching Government Registries

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This section is adapted from *Legal and Ethical Duties of Directors of Not-for-Profit Organizations: Organizing Your Corporate Documents* (2009). Lois Gander. The Muttart Foundation.  
[www.muttart.org/sites/default/files/downloads/publications/legal\\_and\\_ethical\\_1\\_organizing.pdf](http://www.muttart.org/sites/default/files/downloads/publications/legal_and_ethical_1_organizing.pdf)

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## Getting Professional Help Contact Information

The following four pages provide information on searching government registries online. If, however, you do not have access to the Internet and you need more information on:

- **Corporate Registry (Alberta), phone:**  
The Consumer Information Centre at Alberta Government Services  
(Service Alberta)  
Toll-free: 1-877-427-4088 or 780-427-4088 in Edmonton
- **Corporate Registry (Federal), phone:**  
Industry Canada (Corporations Canada)  
Toll-free: 1-866-328-6189, or (613) 954-5031
- **Charities Directorate, phone:**  
Canada Revenue Agency  
Toll-free English: 1-800-267-2384, or  
Toll-free bilingual: 1-888-892-5667
- **Charitable Fund-raising Registry (Alberta), phone:**  
Alberta Government Services  
Toll-free: 1-877-427-4088, or 780-427-4088 in Edmonton



# A Guide To Searching Government Registries

## Corporate Registries

Both the federal and provincial governments can incorporate not-for-profit organizations and they both maintain registries of those organizations that they have incorporated. At several places in this work book we suggest that you might want to do a search of either or both government registries:

- To find out if an organization is incorporated
- To find its corporate numbers
- To get a copy of its constitution
- To find out if its constitution has been amended
- To get a copy of any amendments to the constitution that have been filed
- To find its registered office

If you know where your organization was incorporated you only need to search the registry for that level of government. However, if you are not sure whether your organization was incorporated provincially or federally, you may need to search both registries.

## Registry of Charitable Organizations

All charities must be registered with the Canada Revenue Agency to receive charitable tax benefits and to issue tax deduction receipts. To find out if your organization is a registered charity, search the Registry of Charitable Organizations.

## Charitable Fund-raising Registry

An organization that wants to carry out a public fund-raising campaign in Alberta may need to be registered with Alberta Government Services. To find out if your organization has registered, search the Charitable Fund-raising Registry.



Some provincial Registry Agents will also search the federal registry. Ask about this service when choosing your Registry Agent.

Be sure to ask about fees before you order a search.

# Corporate Registry

## Alberta

Organizations incorporated under Alberta statutes are registered in the Government of Alberta Corporate Registry. The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, partnerships, and trade names registered in Alberta. Corporate Registry keeps track of the organization's status based on annual returns or other documents that it requires organizations to file from time to time. These include a change in the organization's directors or its registered office. These are considered to be "public" documents and may be looked at by anyone. However, only lawyers and special registry agents have direct access to the Registry. That means that anyone who wants to do a search of Corporate Registry has to go to a lawyer or a registry agency to have the search done. Corporate Registry, lawyers and registry agencies charge fees for their services.

The Alberta Government Corporate Registry website at [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca) has a great deal of information about the province's Corporate Registry, authorized registry agents, service levels and fees. Not all registry agents provide all Corporate Registry services. Some registry service providers provide downloadable forms for searches on corporate status, corporate searches and NUANS (Newly Upgraded Automated Names Search at [www.nuans.com](http://www.nuans.com)) requests. You may find it helpful to browse the site for more information. If you do not have access to the Internet you can call Alberta Registries. See Getting Professional Help for contact information.

## Conducting a Search of the Alberta Corporate Registry

You or anyone else can do a search of the registry

- To find out if an organization is incorporated
- To get a copy of its constitution
- To find your organization's corporate number
- To find out if its constitution has been amended
- To get a copy of any amendments to the constitution that have been filed
- To find its registered office

It will be more efficient for you if you do your searches of the Alberta Corporate Registry all at once.

- Do a list of all searches you need
- Choose a Registry Agent
  - You can find the location of your nearest registry agency at [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca). If you do not have access to the Internet see Alberta Government Services – Consumer Information Centre contact information in [Getting Professional Help](#)
  - The Registry Agent will provide you with the required form(s) for the search or searches that you want.
  - You will need to provide the registry agent with the full and accurate name of your organization or the organization you are searching.
  - The registry agent will charge you a fee.
- If you think you may also need to search the federal registry check to see if your Registry Agent will also do that search for you.

## Federal

The registry of federally incorporated not-for-profit corporations is maintained by Industry Canada. The Federal Corporations Data On-Line system allows users to search the Federal Corporations Database free of cost.

## Conducting a Search of the Corporations Data On-Line

You or anyone else can do a search of the registry

- To find out if an organization is incorporated
- To find your organization's corporate number
- To find out if it has been filing its annual reports and annual summaries
- To find its registered office

It will be more efficient for you if you do your searches all at once.

- Do a list of all searches you need.
- The database can be found on the Industry Canada website at Resources for Businesses, Company Directories. [www.ic.gc.ca](http://www.ic.gc.ca)
- Searches can be performed by Corporate Number, name, creation date, city, province, corporation status or Act.
- If you do not have access to the Internet see Corporations Canada (Industry Canada) contact information in [Getting Professional Help](#).

## Obtaining a copy of incorporation and related documents

To obtain a copy of a federally incorporated not-for-profit's constitution (Letters Patent and by-laws) and any amendments, fax your request to Corporations Canada (Industry Canada) at 1 (613) 941-5789. As of the time of writing this workbook, the cost for this is \$1/page. These charges may be paid by credit card. To do so, include the credit card number, expiry date, and name of cardholder in the fax.

## Canada Revenue Agency – Charities Directorate

The Charities Directorate of the Canada Revenue Agency maintains a list of over 80,000 charities registered with the CRA. The list includes the name of the charity, Business Number (BN)/Registration Number, mailing address, designation type, category code, and – when available – the charity’s annual information returns starting with the 2000 T3010A, Registered Charity Information Return.

### Conducting a Search of Canadian registered charitable organizations

You or anyone else can do a search of the registry

- To find out if your organization is a registered charitable organization
- To find out if it is in good standing
- To find its contact information for the purposes of receiving notices from the CRA

To search the online directory go to [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Searches can be conducted using the charity name, Business Number(BN)/Registration Number or other fields. Instructions about searching the list are available on the site.

In addition to the list of all Canadian registered charities who are in good standing, the Charities Directorate now gives you online access to

- newly registered charities (within the last 12 months) and
- recently revoked charities (within the last 12 months).

If you do not have access to the Internet see the Charities Directorate contact information in [Getting Professional Help](#).

## Charitable Fund-raising Registry – Alberta

This is an online registry of incorporated or unincorporated organizations formed for a charitable purpose, as defined by the *Charitable Fund-raising Act*, who are licensed to solicit funds in Alberta.

### Conducting a Search of the Charitable Fund-raising Registry

You or anyone else can do a search of the registry to find out if your organization is licensed to carry out a public fund-raising campaign in Alberta.

- To search for a charitable organization licensed under the Alberta *Charitable Fund-raising Act* see information at [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca)
- Refine your search by selecting “Charitable Organization” from the dropdown menu of License Type.

If you do not have access to the Internet see Alberta Government Services contact information in [Getting Professional Help](#).