



Step-by-Step Guide to Incorporation in Alberta

1. Choose Your Business Structure & Name

You can choose a sole proprietorship under your own name, or a for-profit corporation under Alberta's Business Corporations Act. You can use a shelf or “numbered” company without choosing a specific name (like 11234567 Alberta Ltd.). The name of a business, no matter the form, cannot be confusing with an existing business name or it may be infringing. You can name your sole proprietorship or numbered company by declaring a trade name. Alternatively, a corporation name must include a distinctive, descriptive, and legal ending (e.g., Ltd., Inc., Corp.).

Examples:

Betty Smith doing business as (dba) Betty's Cakes – sole proprietorship

Betty's Cakes Ltd. – incorporated entity

2. Conduct a NUANS Name Search (If Using a Name)

If you want to incorporate, and don't want a numbered company, then obtain an Alberta NUANS report to reserve your name for 90 days (from any licensed AB registry)

Cost: approximately \$50.00

Note: Numbered names like “123456 Alberta Ltd.” don't require a NUANS report.

3. Prepare Incorporation Documents

Gather the following forms from the Corporate Registry or online:

<https://www.alberta.ca/business-organization-forms>

- Articles of Incorporation – sets out company structure
- Notice of Corporation Address – choose registered office
- Notice of Directors – choose company Directors
- Notice of Agent for Service – individual to receive official communications
- Notice of English/French Name Equivalency (if applicable)

4. Visit an Authorized Registry Agent

Submit the following in-person or online:

- Completed forms
- NUANS report (if applicable)
- Valid photo ID
- Payment for government and service fees

5. Pay Incorporation Fees

- Government filing fee: \$300
- Service fee (agent): ~\$99–\$175
- NUANS report: ~\$50.00

Estimated total cost: \$500.

annual filing fees currently approx.. \$80.00

6. Receive Certificate of Incorporation

Once accepted, the agent files your incorporation with the Alberta Corporate Registry. You will receive your Certificate of Incorporation and a federal Business Number (BN). GST collection and remittance is required once the corporation reaches \$30,000.00 in receipts. You will need copies of you filed incorporation documents to open a banking account for the corporation.

7. Post-Incorporation Requirements

- File your annual return: Due each year by the end of the month after your incorporation anniversary. Fee: \$80
- Maintain corporate records (minute book, share register, resolutions)
- Register for CRA tax accounts (GST/HST, payroll, etc.) if and when applicable.

Checklist Summary

Step	Action	Fee
1	Choose name and structure	–
2	NUANS search	~\$50.00
3	Prepare forms	–
4	Submit via registry agent	\$300 (gov); \$99–175 (agent)
5	Receive incorporation certificate & BN	–
6	File annual return	\$80 yearly
7	Post-incorporation obligations	Varies

Useful Links

- Corporate Registry Forms List: <https://www.alberta.ca/incorporate-company.aspx>
- How to Incorporate: <https://www.alberta.ca/incorporate-alberta-corporation.aspx>
- Articles of Incorporation Template (AMA):
<https://www.ama.ab.ca/business/registry/incorporation>

Notes & Tips

- There is no Alberta residency requirement for directors.
- Numbered companies save on NUANS search charges.
- Service provider fees vary, so shop around for registry agents.