

# Annual returns for corporations, cooperatives, and organizations

## COVID-19 response

In keeping with public gathering restrictions, deadlines are suspended for corporations, partnerships, cooperatives and non-profit organizations to hold annual general meetings and file their annual returns.

These groups will remain active in Alberta, and will not have their corporations, partnerships, cooperatives or non-profit organizations dissolved due to failing to file annual returns.

For more information, visit [COVID-19 info for Albertans](#).

## Cost

Service providers will charge a government fee and a service fee for filing annual returns for Alberta and out-of-province corporations.

- [Registry agent product catalogue](#)

## Alberta corporation

You must submit an annual return to an authorized Corporate Registry service provider. A reminder will be sent to your corporation's registered office one month before the anniversary of incorporation.

If you do not file the annual return, your corporation may be dissolved.

### Step 1. Gather shareholder information

You will need to collect the following information for your top 5 shareholders:

- names
- addresses
- percentages of issued voting shares

### Step 2. Fill out the form

- [Annual Return](#) (PDF, 1.9 MB)

### Step 3. Take your information to a service provider

You need to take your form to an authorized Alberta [service provider](#). You will need to take:

- your annual return

- valid ID
- fee payment

If your information meets requirements, the service provider will enter it into the Corporate Registry computer system.

## Out-of-province corporation

If your corporation's home province is British Columbia or Saskatchewan, you do not have to file an annual return in Alberta.

If your corporation is from another province or country, you will have to file annual returns in Alberta. You will follow the same process as Alberta corporations, shown above.

## Alberta cooperative

You must submit an annual return to the Director of Cooperatives. A reminder will be sent to your cooperative shortly after the fiscal year end.

If you do not file the annual return, your cooperative may be dissolved.

### Step 1. Gather information

Prepare a list of officers and directors effective as of the annual meeting date. Include the following information:

- names
- title
- addresses

You must also gather the following information:

- annual meeting date
- number of members
- auditor name and address

If a Unanimous Agreement is being added or ended, the agreement must be submitted with the Notice of Initial Execution/Termination of a Unanimous Agreement form. Submit these documents at the same time as the annual return.

### Step 2. Fill out the forms

#### Trouble opening or completing PDF forms?

Fillable forms do not open properly on some mobile devices and web browsers. To fill in and save this form:

1. Click on the PDF link to save it on your computer.
2. Launch Adobe Reader.
3. Open the PDF from within Adobe Reader. You can now fill and save your form.

- [Annual Return](#) (PDF, 178 KB)
- [Notice of Initial Execution/Termination of a Unanimous Agreement](#) (PDF, 104 KB) (if applicable)

### **Step 3. Send or drop off the form**

Send the form and other attached information to the office of the Director of Cooperatives. Also, send any unanimous agreement with its related form, if applicable.

There is no charge to file the annual return or a unanimous agreement.

Email: [sa.cooperatives@gov.ab.ca](mailto:sa.cooperatives@gov.ab.ca)

Fax: 780-427-3033

Mail or drop off address:

Service Alberta  
Director of Cooperatives  
3C, Commerce Place  
10155 102 Street  
Edmonton, Alberta T5J 4L4

## **Out-of-province cooperative**

If your cooperative is incorporated in British Columbia or Saskatchewan, you do not have to file an annual return in Alberta.

If your cooperative is from another province or country, you must submit an annual return to the Director of Cooperatives. A reminder will be sent to the Attorney for Service in Alberta close to the anniversary date of registration.

### **Step 1. Gather information**

Prepare a current list of officers and directors. Include the following information:

- names
- title
- addresses

### **Step 2. Fill out the form**

- [Annual Return](#) (PDF, 178 KB)

### **Step 3. Send the form**

Send the form and other attached information to the office of the Director of Cooperatives.

There is no charge to file the annual return.

Email: [sa.cooperatives@gov.ab.ca](mailto:sa.cooperatives@gov.ab.ca)

Fax: 780-427-3033

Mail or drop off address:

Service Alberta  
Director of Cooperatives  
3C, Commerce Place  
10155 102 Street  
Edmonton, Alberta T5J 4L4

## Non-profit company

You must submit an annual return to Corporate Registry. A reminder will be sent to your non-profit's registered office one month before the anniversary of incorporation.

If you do not file the annual return, your company may be dissolved.

### Step 1. Gather information

Gather a current list of officers and directors including:

- names
- addresses
- position titles

If the company has shareholders, get a list of the top 5 shareholders instead. Include the following information:

- names
- addresses
- percentages of issued voting shares

If the company is a public company, you must also include a copy of the current audited balance sheet.

### Step 2. Fill out the form

- [Annual Return](#) (PDF, 290 KB)

### Step 3. Send or deliver the form in person

Send or drop off the form and information to Corporate Registry.

There is no charge to file the annual return.

Mailing address:  
Corporate Registry  
Service Alberta  
Box 1007 Station Main  
Edmonton, Alberta T5J 4W6

In-person:

Hours: 8:15 am to 4:00 pm, Monday to Friday (excluding statutory holidays)

South Counter

Mezzanine Floor, John E. Brownlee Building

10365 97 Street

Edmonton, Alberta T5J 3W7

## Religious society

Religious societies do not file annual returns.

## Society

You must submit an annual return to Corporate Registry. A reminder is sent to your society one month before the anniversary of incorporation.

If you do not file the annual return, your society may be dissolved.

### Step 1. Gather information

Gather a current list of officers and directors including:

- names
- addresses
- position titles

You will also need an audited financial statement.

### Step 2. Fill out the form

- [Annual Return](#) (PDF, 72 KB)

### Step 3. Send or deliver the form in person

Send or drop off the form, audited financial statement and current list of officers and directors to Corporate Registry.

There is s no charge to file the annual return.

Mailing address:

Corporate Registry

Service Alberta

Box 1007 Station Main

Edmonton, Alberta T5J 4W6

In-person:

Hours: 8:15 am to 4:00 pm, Monday to Friday (excluding statutory holidays)

South Counter

Mezzanine Floor, John E. Brownlee Building

10365 97 Street

Edmonton, Alberta T5J 3W7

## Contact

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Phone: [780-427-7013](tel:780-427-7013)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)