

# Society Annual Return

**IMPORTANT INFORMATION**

- This form will be rejected if not properly completed.
- An annual return and required attachments must be filed each year with the Registrar of Corporations. Failure to do so will result in the cancellation of your Society's registration.

1. Name of Society:

2. Address of Registered Office of the Society:

<i>Street</i>	<i>City / Town</i>
<i>Province</i>	<i>Postal Code</i>

**NOTE:**  
If there has been a change in the address as listed, a Notice of Change of Address (REG 3016) must be completed and filed with the Registrar of Corporations within 15 days of the date of the change.

3. Corporate Access Number:

4. The Society's Date of Incorporation is: year month day

5. This Return covers the year ending year month day with the information provided effective as of that date.

6. List the Officers and Directors of the Society below: *(attach an extra sheet if necessary)*

Name <i>(Last, First)</i>	Full Mailing Address <i>(including postal code)</i>	Position Held

Date	Signature of Authorized Officer	Telephone Number Business: Home:
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<p><b>Complete this form (no fee required) and return it to:</b></p> <p><b>Alberta Registries</b>  <b>PO BOX 1007 STN MAIN</b>  <b>EDMONTON AB T5J 4W6</b></p>	<p><b>OR drop off your documents at:</b></p> <p>Alberta Registries          John E. Brownlee Building          10365 - 97 Street          Edmonton, Alberta</p>	<p><b>For information call:</b></p> <p>Edmonton (780) 427-2311.           All other areas call 310-0000 and ask for 427-2311.</p>
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*This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.*

## Society – Annual Return Filing Instructions

Section 26(2) of the Societies Act states “A society shall each year, on or before the last day of the month immediately following its anniversary month, make a return to the Registrar”

The enclosed Society Annual Return (form REG 3185) is to facilitate your filing of the required annual return.

Items 1 to 5 have been preprinted with information that is currently on the register at Alberta Registries. Your society's anniversary month is the month preprinted on item #5.

To comply with the filing requirements under Section 26(2):

- Provide a listing of all officers and directors of your society, including for each officer / director, the following information:
  - Name (last name, followed by given name)
  - Complete mailing address (including postal code)
  - Position held (please select from the list of positions below that which best describes the office the person holds with the Society)
    - President
    - Chairperson
    - Secretary
    - Secretary Treasurer
    - Vice-President
    - Vice-Chairperson
    - Treasurer
    - Director
- An authorized officer **must** date and sign the return in the space provided. The copy of the return submitted must include an original signature and not be a fax copy, stamp etc.
- You **must** include a copy of the financial statement presented at the society's last annual general meeting. **The financial statement must set out the society's income, disbursements, assets, and liabilities.** The society's auditor(s) must state that the financial statement has been either audited/reviewed or approved, signed and dated. The persons assigned **the audit** responsibility are identified in your society's bylaws. **(Failure to submit the financial statements with your annual return will result in your annual return being rejected and returned to you as unfiled.)**
- You can drop off your Society Annual Return package at Alberta Registries – Corporate Registry at John E. Brownlee Building, Mezzanine Floor, 10365 – 97 Street Edmonton, Alberta or mail to: Alberta Registries PO Box 1007 STN MAIN, Edmonton AB T5J 4W6.
- **There is no charge for the filing of your Society's annual return.**

