

Re: Incorporation Filing Requirements

The formation of a provincial loan or trust corporation in Alberta is a two-stage process. First, Letters Patent must be issued to create the loan or trust corporation and, second, the corporation must be registered.

A completed Application for Letters Patent, including all forms, information, material, and evidence incorporated in the application by reference, must be filed with and approved by our office before a certificate of incorporation will be issued. Where the proposed business involves providing trust services only and no deposit taking services, it may be incorporated as a special purpose trust corporation. Copies of the forms and samples of consents and undertakings required are available [on our website](#) for your convenience.

Once the company has raised adequate capital and all other outstanding conditions resolved, an Application for Registration, including all forms, information, material, and evidence incorporated in the application by reference, must be filed with and approved by our office before a corporation will be registered. Once registered, the company can start operating in Alberta. Copies of the forms and samples of consents and undertakings are also listed on our website for your convenience.

Sections 6 to 20 of the *Loan and Trust Corporations Act* and sections 6 and 7 of the Ministerial Regulations set out the requirements and procedures for incorporation of a loan or trust corporation. Sections 29 to 38 of the *Loan and Trust Corporations Act* and sections 6 and 7 of the Ministerial Regulations set out the requirements and procedures for registration of a loan or trust corporation. The complete *Loan and Trust Corporations Act*, Loan and Trust Corporations Regulation and the Loan and Trust Corporations (Ministerial) Regulation may be obtained on the internet at <http://www.qp.alberta.ca/> or **(in Edmonton)** at the Queen's Printer Bookstore, Main Floor, Park Plaza Building, 10611 – 98 Avenue, Edmonton, Alberta, T5K 2P7, by telephoning (780) 427-4952; or **(in Calgary)** at the Queen's Printer Bookstore, Main Floor, McDougall Centre, 455 - 6 Street S.W., Calgary, Alberta, T2P 4E8, by telephoning (403) 297-6251).

See also [Frequently Asked Questions- Corporate](#): “Do I need to be registered?” and “How do I incorporate a...?”.

Should you have any questions, please do not hesitate to contact our office.