



BUSINESS MEMBERSHIP

NAME CHANGE & TRANSFER INSTRUCTIONS

(see reverse for application form)

All name changes and transfers of equity are subject to approval by the Board of Directors. Please allow up to 8 weeks for processing.

1. NAME CHANGE

Fill out this form if the company has changed its name or amalgamated with another company.

- Documentation required: if Limited Company, attach a copy of the Certificate of Incorporation, Amendment or Amalgamation.

2. TRANSFER

Fill out this form if:

- The company has dissolved, and the member does not want the equity paid out.
 - Documentation required: Certificate of Dissolution
- Unlimited Partnership has dissolved. Equity will be transferred to the partner's personal membership.
 - Documentation required: Document stating partner's names, percentage of ownership and Co-op membership numbers. Document must be signed by all partners.
- The assets of the limited company, but not the company name, were sold to the transferee.
 - Documentation required: Proof that the transferee purchased all assets of the limited company, but not the company name.
- The company was sold and the equity was listed as an exempt asset in the sale or the new owners relinquish ownership of the equity. The equity can then be transferred only.
 - Documentation required: Copy of the portion of the sale agreement where it shows the equity was listed as exempt in the sale of the company
- The membership is under a "trade name" which operates under a limited company (it is considered equal to a department within the company and can only be transferred to the limited company it operates under).
 - Documentation required: Document showing relationship between trade name & parent company.
- If transferring a membership to a limited company membership, all equity will become the asset of the limited company.
 - Documentation required: Certificate of Incorporation.

Note: If this membership currently has charging privileges, please contact Accounts Receivable at 403-309-8915 to update your information.

How to submit your documentation

- Fax to 403-341-5811
- Email to membership@centralab.coop
- Mail to: 6201-46 Avenue, Red Deer, AB T4N 6Z1
- Drop off at any Central Alberta Co-op location in a sealed envelope with "**Administration**" written on it.

Please call 403-343-2667 or email membership@centralab.coop if you have any questions.

Central Alberta Co-op is committed to protecting your privacy. Your personal information will be treated with the utmost discretion and will be used only when necessary in the day-to-day operations of our business, or when required by law.

BUSINESS NAME CHANGE OR TRANSFER

Central Alberta Co-op Ltd.

(see reverse for instructions)

MEMBER/BUSINESS NAME: _____ MEMBER #: _____

- The name above is the legal name of the company, or
 The name above is a trade name – the parent company's legal name is: DATE: _____

PHONE #: _____

MAILING ADDRESS: _____

EMAIL: _____

REASON FOR CHANGE – CHECK ONE OF THE BOXES BELOW AND COMPLETE DETAILS

- NAME CHANGE** – if Limited Company, attach a copy of the Certificate of Incorporation, Amendment or Amalgamation.

NEW NAME: _____ PHONE #: _____

MAILING ADDRESS: _____ EMAIL: _____

- TRANSFER - Please check one of the following:**

- PERSONAL MEMBERSHIP – One person only
 SOLE PROPRIETORSHIP – The sole proprietor remains the same.
 LIMITED COMPANY - Attach a copy of the Certificate of Incorporation
 UNLIMITED PARTNERSHIP – Signatures of all partners will be required.

MEMBER NUMBER: _____ PHONE #: _____

MEMBER/BUSINESS NAME: _____

- The name above is the legal name of the company, or
 The name below is a trade name – the parent company's legal name is:

MAILING ADDRESS: _____ EMAIL: _____

REASON FOR TRANSFER: _____

If a person: BIRTHDATE: _____ SIN # _____

SIGNATURE OF PERSON ABOVE: _____

**The form must be signed by the member who currently owns the membership as well as the person to whom the equity is being transferred to.*

- I understand that by signing this application form, I am consenting to the collection of my personal information and to its use for the stated purposes.
- I understand that if transferring to a limited company, all equity will become an asset of the company.
- I agree that in the event the company or anyone else with an interest in the company brings a claim against Co-op for the equity, I will indemnify and hold the Co-op harmless.

MEMBER/SIGNING OFFICER SIGNATURE

POSITION OR TITLE

ADMINISTRATION USE ONLY

AMOUNT OF EQUITY

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