



Business Registry
 902-7th Avenue, Canmore AB, T1W 3K1
 403-678-1523 | businessregistry@canmore.ca

Information Change Request

Section A – Requestor Information – *As listed on your business license or currently on file*

Registered Business Name:

Operating Name:

License Number:

Requestor’s Name:

Phone:

Email:

Section B – Change Request - *Complete all that apply*

Business Name Change

Change registered business name to: _____

Change operating name to: _____

Change of Ownership

Business named above is or will be under new ownership effective: _____

Note: Business licenses are non-transferrable. The new owners must now apply for their own license.

New Physical Address (Suite, Street Address, Town/City, Province/State)

Important Notes:

1. If you are renting, submit proof of residence or a copy of your commercial lease agreement.
2. If moving to a location outside of your license type (ex. from a home to a commercial space in Canmore), a new license application will be needed. Questions? Contact us at businessregistry@canmore.ca or 403-678-1523.

New Mailing Address (Suite, Street Address, Town/City, Province/State, Country, Zip/Postal Code)

New Contact Information (Phone Number, Email Address, Website)

New Authorized Contact Persons and Positions

Add:

Remove:

Section C – Applicant Statement

By signing below, the applicant acknowledges that they have read, understood and consent to the following statements:

- I am a designated contact with the business named above with authority to request these changes.
- I confirm that the information provided is correct and true.
- I authorize the Town of Canmore to investigate the validity of the stated information as they deem necessary in their sole judgement.

By checking this box, I consent to using my electronic signature in lieu of an original signature on paper.

Signature of Requestor:

Date

FOIP Notification: Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The personal information you provide on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for the purposes of administering billing and notifications for the Town of Canmore. This document is used to create your electronic file for the Business Registry. If you have any questions about the collection or use of this information, please contact the FOIP Coordinator, Town of Canmore, 902-7th Avenue, Canmore, AB T1W 3K1, (403) 678-1509.