

## Society – Annual Return Filing Instructions

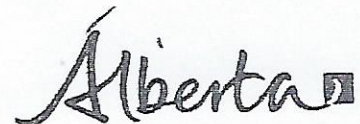
Section 26(2) of the Societies Act states "A society shall each year, on or before the last day of the month immediately following its anniversary month, make a return to the Registrar".

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 Service Alberta. 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 annual 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 Service Alberta – Corporate Registry:  
John E. Brownlee Building  
Mezzanine Floor  
10365 – 97 Street  
Edmonton, Alberta  
  
or mail to:  
Service Alberta  
PO Box 1007 STN MAIN  
Edmonton AB T5J 4W6
- Commencing January 1, 2013, Corporate Registry can **ONLY** accept credit cards as payment for transactions when presented in person by the credit card holder. Documents received in the mail after this date that include credit card information will be returned unfiled to the submitter.
- There is no charge for the filing of your society's annual return.

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon.