

NEW

A committee has been formed to conduct a comprehensive review of Registries On-Line (ROL) Access. Until the review is completed the current policy for Access, Eligibility, Application, and Termination remains in effect with the following exceptions in bold:

Policy

Registries On-line (ROL) access to the Corporate Registry (CORES) and Personal Property Registry (APPRES) databases may be granted to businesses or business professionals (referred to as ‘the user’) for their own business purposes only.

Subject to this directive and as stated in the access agreement, reselling of information or completing registrations on behalf of a third party is prohibited unless the information or registration is provided as part of a total service for a client, e.g. a law firm may perform a corporate registry search prior to filing an amendment to a client’s corporation.

Any and all data transmitted to the user from the databases, both in electronic format and as printed out by the user, is the property of Alberta Registries. Subject to the following paragraph, any passing, transferring, exchanging, transmitting, releasing, publishing, sharing, selling, giving, or marketing of such data to third parties constitutes a breach of agreement.

The provisions of the preceding paragraph do not prohibit the user from including such data in any report, opinion, appraisal, or other advice prepared by the user applying its professional, consulting, or technical expertise for the benefit of its clients.

Prospective users must apply to Alberta Registries for ROL access. In order for access to be granted, Alberta Registries must be assured that applicants meet strict eligibility guidelines.

There are two types of access: search-only and search-and-registration. Users may have both types of access for CORES and APPRES. Users must have an accreditation status for registration access to CORES & APPRES.

Eligible Applicants

New users may include:

- Lawyers and law firms
- Real estate companies
- Businesses that require search or registration capabilities to support their primary functions, e.g. car dealerships, auction houses, oil and gas companies
- Financial institutions
- Private investigators
- Municipalities
- Surveyors
- Cattlemen’s associations, feed lots

New applications for Corporate Registry (CORES) registration access through ROL will be restricted to Alberta lawyers and law firms in public practice who have a CORES accredited person on staff.

Business Location

A user must be in Canada and have a business location where records are stored. Licensed home-based businesses are acceptable as a business location. Search-only users who conduct searches by remote access, e.g. real estate agents or surveyors, are acceptable when they provide a business location.

Application Process

1. The applicant must complete an application which includes information about:
 - How he/she intends to use the data.
 - The estimated number of searches/registrations to be performed each month. Alberta Registries may request an explanation for excessive estimated volumes.
2. The applicant must provide supporting documentation regarding the nature of his/her business and professional affiliations or licences, etc.:
 - Alberta lawyers must be listed in the legal directory or confirm that they are registered with the Law Society of Alberta. Out-of-province lawyers must be registered with the equivalent law society in their home jurisdiction and must provide confirmation of registration.
 - Self-employed real estate agents must provide a letter from an affiliated real estate company confirming the agent is an authorized representative of the company. Independently owned real estate businesses must be actively registered under the Business Corporations Act or Partnership Act.

- Other Alberta businesses must also be actively registered under the Business Corporations Act or Partnership Act.
 - Out-of-province businesses must be bona fide, registered businesses in their home jurisdiction. Valid registration must be confirmed by an appropriate government official from that jurisdiction.
 - Financial institutions must be verified as such when Alberta Registries confirms their status with the appropriate government authority.
 - Private investigators must provide verification of licensing from Alberta Justice, or must provide a release so Alberta Registries may obtain the verification.
 - Surveyors must provide authentication from the Alberta Land Surveyors Association (ALSA) confirming they are professional practitioners. ALSA permit numbers are considered acceptable evidence of authentication.
3. The applicant must complete a credit application if he/she does not currently have an account with Alberta Registries. If the applicant does not have a credit history or if the history is unacceptable, Alberta Registries will deny ROL access pending receipt of assurance of some type of payment ability, e.g. posting of a bond, or a GIC. .

Where a corporation currently has ROL access but has amalgamated, the successor corporation must submit a new application for ROL access. The access permitted to the previous corporation(s) will carry forward until the new application has been received and meets all the current requirements for access.

A corporation with current ROL access to Corporate Registry (CORES), and Personal Property (APPRES), and that legally changes its corporate name; will retain its current ROL access.

The new Alberta Personal Property Registry Electronic System (APPRES) came into effect on December 3, 2007. All current ROL clients and new applicants requesting registration access to APPRES must have an APPRES accredited person on staff.

Verification

Alberta Registries checks CORES for information on businesses, AMVIC for automotive businesses, and checks with the Consumer Services division of the Department to ensure there are no active complaints against the applicant. If a complaint does exist, access will be denied until the complaint is resolved.

Application Process

– Final Steps

If the applicant meets the criteria in the previous section, ROL access will be granted provided the applicant has:

- The appropriate hardware/software as described in the application package
- Signed the access agreement. **New ROL access agreements will have two-year terms, pending the completion of the ROL review.**
- Paid the one-time subscription fee

Penalty for Non-Compliance

Alberta Registries may terminate ROL access for any contravention of the access agreement or this directive.

Users must remain ‘current’ with their billings. Interest charges will be applied to account balances outstanding more than 30 days from the statement date.

Multiple payment defaults, other revenue issues, inappropriate handling of information, and other issues as determined by Alberta Registries may be considered as grounds for temporary suspension or permanent termination of ROL access.

Failure to notify Alberta Registries when there is a change in professional affiliation or corporation status may also result in termination of access.

If access for current users is terminated for these or any other reasons, that user must re-qualify pursuant to eligibility

Termination Process

In general, the decision to terminate ROL access will be made following the process described below, however; Alberta Registries reserves the right to terminate access immediately for major breaches of the access agreement or this directive.

1. A complaint is received and investigated by Alberta Registries.
2. Depending on the severity of the complaint, the user may be contacted by telephone to rectify the situation.
3. If the problem persists or if the severity of the situation warrants, Alberta Registries will send written notice to the user. Notice may be sent in letter or electronic format.
4. If the problem continues to persist or the user has not responded to the written notice within 30 days, Alberta Registries will send the user a final notice to terminate access.
5. Access will be terminated no earlier than 60 days from the date of final notice.
6. Reinstatement of access may be considered at the sole discretion of Alberta Registries. For reinstatement to be considered, all outstanding accounts must be paid in full.