

# BEST PRACTICES TO RESIGN AS A DIRECTOR

01



## WRITE

Prepare a written, dated, signed resignation letter that indicates the effective date of resignation.

02



## DELIVER

Deliver the letter by registered mail / courier to the registered corporate address; keep a delivery receipt.

03



## RECORD

Ensure your resignation is diarized in the corporation's minute book.

04



## FILE

Instruct the corporation solicitor to file Form 1 notice of change of director with the Ministry of Government Services.

SOURCE: HARRISON PENZA TECHNOLOGY & PRIVACY LAWYERS