

Re: Federal Corporation Amendment

Dear Madam/Sir:

Changes that require Articles of Amendment include changes to the following provisions:

- the corporation's name;
- its location of registered office, that is, the municipality and province, not simply the street address;
- the number of directors;
- voting privileges;
- any provision that had to be or has already been filed with Corporations Canada.

Attached please find:

1. Our Price List – Federal government fee for Amendment is \$200.00; our service fee is \$180.00 plus HST (includes amendment filing and Ontario updating);
2. Amendment information form - **PLEASE** provide your *email address* for future reminder notice and updating info from Corporations Canada;
3. Please read carefully regarding *How to Propose Federal Corporate Name* (a unique name will expedite the process);
4. (Optional) Minute book and corporate seal can be ordered from *corporate supplies order form*.

If you would like to proceed with the Amendment, please fill out the price list as well as the Amendment information form and fax back to us. Please allow us 4~5 business days to process your order.

Should you have any questions please do not hesitate to contact us. Thank you very much!

Sincerely,

Sandra Chen / Susan Ding

Best Ontario Service Price

GOVERNMENT FEES	Incorporation	Amendment	Restated	Revival	Business Name
ONTARIO REGISTRATION	\$360.00	\$150.00	\$150.00	\$330.00	\$80.00
FEDERAL REGISTRATION	\$200.00	\$200.00	\$200.00	\$200.00	N/A

ONTARIO INCORPORATION PACKAGE (Profit) & ONTARIO BUSINESS NAME REGISTRATION

		REG	HST	TOTAL
<input type="checkbox"/> P01	NUANS® Report, Article Preparing, Incorporation Registration, Initial Return	155.00	20.15	175.15
<input type="checkbox"/> P02	NUANS® Report, Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	290.00	37.70	327.70
<input type="checkbox"/> P03	NUANS® Report, Article Preparing, Incorporation Registration, Initial Return & Seal	222.00	28.86	250.86
<input type="checkbox"/> P04	Numbered Company Article Preparing, Incorporation Registration, Initial Return	113.00	14.69	127.69
<input type="checkbox"/> P05	Numbered Company Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	248.00	32.24	280.24
<input type="checkbox"/> P06	Numbered Company Article Preparing, Incorporation Registration, Initial Return & Seal	180.00	23.40	203.40
<input type="checkbox"/> P07	NUANS® Report, Amendment Article Preparing, Government Filing, Notice of Change	155.00	20.15	175.15
<input type="checkbox"/> P08	Restated Articles of Incorporation, Article Preparing, Government Filing	155.00	20.15	175.15
<input type="checkbox"/> P09	Corporation Dissolution Article Preparing, Government Filing	55.00	7.15	62.15
<input type="checkbox"/> P10	NUANS® Report, Corporation Revival Article Preparing, Government Filing, Initial Return	155.00	20.15	175.15
<input type="checkbox"/> P11	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution	85.00	11.05	96.05
<input type="checkbox"/> P12	Ontario Incorporation Articles Preparation	65.00	8.45	73.45
<input type="checkbox"/> P13	Ontario Sole Proprietorship / Partnership / Trade Name Registration	55.00	7.15	62.15

ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable)

		REG	HST	TOTAL
<input type="checkbox"/> N01	NUANS® Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return	220.00	28.60	248.60
<input type="checkbox"/> N02	NUANS® Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal	287.00	37.31	324.31

FEDERAL INCORPORATION (Profit)

		REG	HST	TOTAL
<input type="checkbox"/> F01	NUANS® Report, Federal Corporation Registration, Ontario Registration	235.00	30.55	265.55
<input type="checkbox"/> F02	NUANS® Report, Federal Corporation Registration, Ontario Registration, Minute Book & Seal	370.00	48.10	418.10
<input type="checkbox"/> F03	NUANS® Report, Federal Corporation Registration, Ontario Registration & Seal	302.00	39.26	341.26
<input type="checkbox"/> F04	Numbered Federal Corporation Registration, Ontario Registration	193.00	25.09	218.09
<input type="checkbox"/> F05	Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal	328.00	42.64	370.64
<input type="checkbox"/> F06	Numbered Federal Corporation Registration & Seal	260.00	33.80	293.80
<input type="checkbox"/> F07	Federal Corporation Amendment	180.00	23.40	203.40
<input type="checkbox"/> F08	Federal Corporation Revival	235.00	30.55	265.55
<input type="checkbox"/> F09	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution	65.00	8.45	73.45

SEARCH & REPORT

		REG	HST	TOTAL
<input type="checkbox"/> 101	Ontario / Federal Corporate Name Search Report (NUANS®) – Standard Service	42.00	5.46	47.46
<input type="checkbox"/> 102	Ontario / Federal Corporate Name Search Report (NUANS®) – Expedited Service	67.00	8.71	75.71
<input type="checkbox"/> 103	Ontario Corporate Profile Search – Standard Service	40.00	5.20	45.20
<input type="checkbox"/> 104	Ontario Corporate Profile Search – Expedited Service	52.00	6.76	58.76

CORPORATE SUPPLIES

		REG	HST	TOTAL
<input type="checkbox"/> 301	Corporate Seal	67.00	8.71	75.71
<input type="checkbox"/> 302	Minute Book Kit With Seal (Black Brief-case)	135.00	17.55	152.55
<input type="checkbox"/> 303	Minute Book With Name Printed (Burgundy case)	89.00	11.57	100.57
<input type="checkbox"/> 304	Minute Book Kit Without Seal (Black Brief-case)	98.00	12.74	110.74
<input type="checkbox"/> 305	Minute Book Initializing/Updating	95.00	12.35	107.35

Minister of Finance (Ontario) or
Receiver general of Canada (Federal)

\$

Payable to
Best Ontario Inc.

\$

CARD HOLDER'S NAME and SIGNATURE:

VISA MasterCard American Express

First Name:

Middle Initial:

Last Name:

Card Number: Expire Date: /

The Cardholder Signature: **X** _____

Please **sign here** to acknowledge by fax or email this order and agree to pay by the credit card.

Federal Corporation Amendment Information

Contact Name: _____ Tel: () _____ Cell: () _____ Date: _____

1. Corporation's Present Name _____

2. Federal Corporation Number _____

3. Proposed Corporation Name _____

4. General Business Activities _____

5. Address of the Registered Business Office

Suite/Apt./Unit: _____ Street No. & Name: _____

City: _____ Province: ONTARIO Postal Code: _____ Business Phone: () _____

6. Directors' Name and Directors' Address for Service

FIRST	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> ONTARIO
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

SECOND	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> ONTARIO
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

THIRD	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> ONTARIO
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

Note: If you have more directors, please write on another copy of this request form or provide the same info on a separate piece of paper.

7. Extra Information

➤ Authorizing person Signature: **X** _____ Authorizing person Name: _____

➤ E-mail Back? YES E-mail address: _____

➤ Fax Back? YES Fax number: _____ Attention: _____

How to Propose Federal Corporation Name

(Note: The guideline here also helps for Ontario corporation name)

When you apply to incorporate a company under the Canada Business Corporations Act, you may choose to use a corporate name or have a number name assigned to you. Although incorporating under a name involves additional effort and expense. There are advantages to doing so.

A corporate name is an important aspect of corporate communication and advertising today and may be a very valuable asset. It tells people who you are and will often embody the goodwill that you have built up with your customers and suppliers.

An approved federal corporate name offers an extra degree of protection of your rights to that name. Specifically, federal incorporation allows your business to operate using its corporate name right across Canada, which is important if you decide to expand your business to other provinces or territories.

CHOOSING A NAME

- ✧ Your name must meet certain requirements before it is approved by the Corporations Directorate:
- ✧ The name must be distinctive.
- ✧ The name must not cause confusion with any existing name or trademark.
- ✧ The name must include a legal element. The name must not include unacceptable terms.

DISTINCTIVENESS

It must be easy to distinguish your proposed name from the names of other business that carry on the same activities. Your name will not be distinctive if it merely describes those activities. The name "Car Manufacturer Inc." lacks distinctiveness since it describes the activities of all car manufacturers.

You can achieve distinctiveness in a number way. One of the most common is to include an element that makes it distinctive. "Carwash Incorporated", for example, is too general, but "East Side Carwash Incorporated" is distinctive.

Made-up words also give name distinctiveness. They can be a combination of two dictionary words such as "InfoTech" or something completely new such as "Xerox". Unusual name are high distinctive and are given greater protection because they are unique.

Confusion with other names or trade marks

It is to your advantage to learn about possible name conflicts as soon as possible. If your name is too close to an existing corporate name or trade-mark, the owner of that name or trade-mark could launch a court action to compel you to stop using your name and perhaps even to pay damages.

For many people, the prospect of discovering that their business name may be confused with another is intimidating. This is particularly true if you have invested considerable time and effort in coming up with a name or have been operating under the proposed name for some time before incorporating. The federal name approval process helps you to avoid this problem by identifying potentially confusing name or trade-mark in a federal database of name and ensuring that you satisfy yourself that confusion is not likely.

In assessing whether confusion is likely, the Corporations Director looks at all circumstances, including a comparison of the goods, services and operating area of your proposed business with those of existing businesses. While name approval from the Corporations Director does not guarantee that you are violating the rights of another firm or individual, it significantly reduces your risk.

You must submit a NUANS (Newly Upgraded Automated Name Search) report as part of your application to use your corporate name. A NUANS search compares your proposed name with a federal database of names that includes trade-mark, provincial and federal corporate names and most provincially registered business names (except those in Quebec)

Legal Element

The accepted way to include a legal element in a corporate name is to add a term to the end of the name such as Limited, Incorporated, or Corporation, or contractions of these such as Ltd., Inc., or Corp.

Unacceptable terms

Unacceptable terms fall into three categories.

First, there are terms that imply connections that do not exist. Your corporate name can not suggest, for example, that you are a branch of the government or that you offer services or products governed by financial legislation, such as trusts, loans, insurance, and banking.

The second type of unacceptable term is one that falsely describes your business. You cannot, for example, include term that suggests that your company is selling cars when it is really selling only tires.

Finally, obscene term or term that suggests that your business provides obscene, scandalous or immoral services are not allowed.