

## Re: Federal Corporation Amendment

Dear Sir/Madam:

The Federal government fee is \$200.00 for the following changes that require Articles of Amendment:

- the corporation's name;
- voting privileges;
- any provision that had to be or has already been filed with Corporations Canada.

Attached please find:

1. Our Price List – please choose F07 on the price list for our service fee
2. Amendment information form; **Please provide your Corporation Key**
3. Please read carefully regarding How to Propose Federal Corporate Name (a unique name will expedite the process);

If you are changing the Province of where your registered office is located, or if you are changing the number of directors, Articles of Amendment has to be filed but without government fee involved. Our service fee is the same. We will file Address Change Form 3 or Directors Change Form 6 electronically after the Amendment to bring the corporation's information up to date.

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	\$3 0.00	\$ .00	\$ .00	\$ .00	\$
FEDERAL REGISTRATION	\$200.00	\$200.00	\$200.00	\$2 0.00	N/A

ONTARIO INCORPORATION PACKAGE (Pro fit) & ONTARIO BUSINESS NAME REGISTRATION					REG	HST	TOTAL
^ P01	NUANS® Report, Article V Preparing, Incorporation ) L O, Initial Return ) L O L Q J				.00	2	
^ P02	NUANS® Report, Article V Preparing, Incorporation ) L O, Initial Return ) L O Minute Book & Seal				.00		
^ P03	NUANS® Report, Article V Preparing, Incorporation ) L O, Initial Return ) L O & Seal				2 .00	3	
^ P04	Numbered Company Article V Preparing, Incorporation ) L O, Initial Return ) L O L Q J				1 3.00	1	9
^ P05	Numbered Company Article V Preparing, Incorporation ) L O, Initial Return ) L O Minute Book & Seal				.00		
^ P06	Numbered Company Article V Preparing, Incorporation ) L O, Initial Return ) L O & Seal				.00		2
^ P07	& R U S R U D W L R Q Article V Preparing, ' R F X P H Q W V				1 5.00	2	5
^ P08	Restated Articles of Incorporation, Article Preparing ' R F X P H Q W V				1 5.00	2	
^ P09	Corporation Dissolution Article V Preparing, ' R F X P H Q W V ) L O L Q J				5.00	5	. 5
^ P10	Corporation Revival Article V Preparing, ' R F X P H Q W V				1 5.00	2 5	5
^ P11	Corporation Notice of Change ) R U P ) L O L Q J Z L W K 3 U R I L O H 5 H S R U W				5.00	1 5	1
^ P12	Ontario , Q L W L D O 5 H W X B Q W U R D U P U R Y L Q F L D O & R U S R U D W L R Q				.00		
^ P13	Ontario Sole Proprietorship / Partnership / Trade Name Registration				5.00	5	5

ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable)					REG	HST	TOTAL
^ N01	NUANS® Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return				2 0.00	0	0
^ N02	NUANS® Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal				3 .00		

FEDERAL INCORPORATION (Profit)					REG	HST	TOTAL
^ F01	NUANS® Report, Federal Corporation Registration, Ontario Registration				2 5.00	3 5	2 5
^ F02	NUANS® Report, Federal Corporation Registration, Ontario Registration, Minute Book & Seal				.00		4
^ F03	NUANS® Report, Federal Corporation Registration, Ontario Registration & Seal				3 .00	4	3
^ F04	Numbered Federal Corporation Registration, Ontario Registration				2 3.00	2 9	2 9
^ F05	Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal				3 .00		
^ F06	Numbered Federal Corporation Registration & Seal				2 .00		
^ F07	Federal Corporation Amendment				0	2 0	
^ F08	Federal Corporation Revival				2 5.00		2 5
^ F09	) H G H U D O & R D S B U B K V O R G L U H F W D R Q U S U R I L O H U H S R U W				5. 0		

SEARCH & REPORT					REG	HST	TOTAL
^ 101	Ontario / Federal Corporate Name Search Report (NUANS®) – Standard Service				42.00	5.46	47.46
^ 102	Ontario Corporate Profile Search 5 H S R U W				.00		
^ 103	Ontario Corporate 0 L F U R H L F & R S L H V R I ' R F X P H Q W V				.00		

CORPORATE SUPPLIES					REG	HST	TOTAL
^ 301	Corporate Seal				.00		
^ 302	Minute Book Kit With Seal (Black Brief-case)				1 0		1
^ 303	Minute Book With Name Printed (Burgundy case)						1
^ 304	Minute Book Kit Without Seal (Black Brief-case)				1 .00		1
^ 305	Minute Book Initializing/Updating				1 00	5	1 5

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

) L U V W 1 D P H 0 L G G O H , Q L W L D O / D V W 1 D P H

& D U & P E H \_ B B \_ B B \_ B B \_ B B \_ \_ B B \_ B B \_ B B \_ B B ( L S L U B B \_ B B \_ B B \_ B B

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## Appointment of Representative

I, \_\_\_\_\_  
(First name, Middle names and Surname)

address for service

\_\_\_\_\_  
(Street & No. or R.R. No., Municipality, Province, Country & Postal Code)

am

- a Director*  
 *an authorized Officer*  
 *a Shareholder*

(Check appropriate box)

*of the following corporation:*

\_\_\_\_\_  
(Name of Corporation)

I hereby authorize BEST ONTARIO INC. to serve as my representative and to conduct business on my behalf with Corporations Canada.

I authorize Corporations Canada to release information from my file.

I certify that the information set out hereafter, is true and correct.

\_\_\_\_\_  
(Signature of the Authorizing Person)

**By signing this form, you acknowledge that you have relevant knowledge and that you are authorized to submit this form.**

# Federal Corporation Amendment Information

Contact Name: \_\_\_\_\_ Tel: (    )                      Cell: (    )                      Date: \_\_\_\_\_

**1. Corporation's Present Name** \_\_\_\_\_

**2. Federal Corporation KEY** \_\_\_\_\_

**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**

<b>FIRST</b>	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

<b>SECOND</b>	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

<b>THIRD</b>	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. Additional Information**

➤ Authorizing person Signature: **X** \_\_\_\_\_ Authorizing person Name: \_\_\_\_\_

➤ E-mail Back?  YES E-mail address: \_\_\_\_\_

## 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.