

## 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	\$395.00	\$265.00	\$265.00	\$445.00	\$115.00
FEDERAL REGISTRATION	\$200.00	\$200.00	\$100.00	\$250.00	N/A

### ONTARIO INCORPORATION PACKAGE (Profit) & ONTARIO BUSINESS NAME REGISTRATION

	REG	HST	TOTAL
<input type="checkbox"/> P01 NUANS <sup>®</sup> Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number	220.00	28.60	248.60
<input type="checkbox"/> P02 NUANS <sup>®</sup> Report, Incorporation Filing, Initial Return Filing, Minute Book & Seal, Company Key, BN(Tax) Number	390.00	50.70	440.70
<input type="checkbox"/> P03 NUANS <sup>®</sup> Report, Incorporation Filing, Initial Return Filing, Seal, Company Key, BN(Tax) Number	310.00	40.30	350.30
<input type="checkbox"/> P04 Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number	178.00	23.14	201.14
<input type="checkbox"/> P05 Numbered Company Incorporation Filing, Initial Return Filing, Minute Book & Seal, Company Key, BN(Tax) Number	348.00	45.24	393.24
<input type="checkbox"/> P06 Numbered Company Incorporation Filing, Initial Return Filing, Seal, Company Key, BN(Tax) Number	268.00	34.84	302.84
<input type="checkbox"/> P07 Corporation Amendment, Articles & Filing	220.00	28.60	248.60
<input type="checkbox"/> P08 Restated Articles of Incorporation, Articles & Filing	220.00	28.60	248.60
<input type="checkbox"/> P09 Corporation Dissolution Articles & Filing	120.00	15.60	135.60
<input type="checkbox"/> P10 Corporation Revival Articles & Filing	220.00	28.60	248.60
<input type="checkbox"/> P11 Corporation Notice of Change (Form 1) Filing with Profile Report, Company Key	150.00	19.50	169.50
<input type="checkbox"/> P12 Ontario Initial Return (Form 2) - for Extra Provincial Corporation, Company Key	115.00	14.95	129.95
<input type="checkbox"/> P13 Ontario Sole Proprietorship / Partnership / Trade Name Registration	105.00	13.65	118.65

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

	REG	HST	TOTAL
<input type="checkbox"/> N01 NUANS <sup>®</sup> Report, Non-Profit / Charity Articles Preparing, Government Filing, Initial Return	265.00	34.45	299.45
<input type="checkbox"/> N02 NUANS <sup>®</sup> Report, Non-Profit / Charity Articles Preparing, Government Filing, Initial Return & Seal	355.00	46.15	401.15

### FEDERAL INCORPORATION (Profit)

	REG	HST	TOTAL
<input type="checkbox"/> F01 NUANS <sup>®</sup> Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number	280.00	36.40	316.40
<input type="checkbox"/> F02 NUANS <sup>®</sup> Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book & Seal	450.00	58.50	508.50
<input type="checkbox"/> F03 NUANS <sup>®</sup> Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Seal	370.00	48.10	418.10
<input type="checkbox"/> F04 Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number	238.00	30.94	268.94
<input type="checkbox"/> F05 Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book & Seal	408.00	53.04	461.04
<input type="checkbox"/> F06 Numbered Corporation Registration & Company Key, BN(Tax) Number, Seal	328.00	42.64	370.64
<input type="checkbox"/> F07 Federal Corporation Amendment	225.00	29.25	254.25
<input type="checkbox"/> F08 Federal Corporation Revival	280.00	36.40	316.40
<input type="checkbox"/> F09 Federal Corporation address change / directors change with updated profile report	190.00	24.70	214.70

### SEARCH & REPORT

	REG	HST	TOTAL
<input type="checkbox"/> 101 Ontario / Federal Corporate Name Search Report (NUANS <sup>®</sup> ) – Standard Service	42.00	5.46	47.46
<input type="checkbox"/> 102 Ontario Corporate Profile Search Report	75.00	9.75	84.75
<input type="checkbox"/> 103 Ontario Corporate Microfiche - Copies of Documents	75.00	9.75	84.75

### CORPORATE SUPPLIES

	REG	HST	TOTAL
<input type="checkbox"/> 301 Corporate Seal	90.00	11.70	101.70
<input type="checkbox"/> 302 Minute Book Kit With Seal (Black Brief-case)	170.00	22.10	192.10
<input type="checkbox"/> 303 Minute Book With Name Printed (Burgundy case)	125.00	16.25	141.25
<input type="checkbox"/> 304 Minute Book Kit Without Seal (Black Brief-case)	135.00	17.55	152.55
<input type="checkbox"/> 305 Minute Book Initializing/Updating	140.00	18.20	158.20

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:  /

Security Code:

The Cardholder Signature: **X** \_\_\_\_\_

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

## 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.