

## **Re: Obtain an Ontario Company Key**

Ontario has introduced the company key started October 19, 2021. All the new registered businesses will receive a company key automatically upon registration. The existing businesses have to request a company key in order to make any changes to the corporation with Ontario Business Registry.

*We will be able to verify the correct corporation name, current directors and the business address.*

*If the corporation's information is up to date, we will proceed to obtain the Company Key. Please provide the corporation's information and sign the authorization form for the record.*

***Electronic Filing Fee: \$85.00***  
***Best Ontario Service Fee: \$75.00+HST***  
***TOTAL: \$169.75***

*If you would like to make any changes to the current information, please download our order forms for Notice of Change filing - a Company Key will be obtained after the filing.*

***Electronic Filing Fee for Notice of Change: \$95.00***  
***Best Ontario Service Fee: \$150.00+HST***  
***TOTAL: \$264.50***

Please send the above documents to us by email.

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

Sincerely yours,

Sandra Chen / Susan Ding



## *Authorization for Obtaining a Company Key from Service Ontario*

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

address for service

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

am

- a Director of the Corporation*
- a Shareholder of the Corporation*
- other individual having knowledge of the affairs of the Corporation*

(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 Service Ontario - Ontario Business Registry. I authorize Service Ontario 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.

Major Business Activities NAICS Code: \_\_\_\_\_

Please provide the business description: \_\_\_\_\_