



8111 Jane Street, Unit 3, Upper Level, Concord, Ontario, L4K 4L7
Tel: (416) 977-8595 (416) 977-9640
Website: www.bestontario.com Email: info@bestontario.com

Re: Obtain an Ontario Company Key

As of February 1, 2025, Ontario requires a Company Key for all businesses to access and update their records in the Ontario Business Registry.

We can assist you in obtaining your Company Key electronically within **2-3 business days**. To proceed, please complete the attached authorization form.

Fees for Company Key Request:

Electronic Filing Fee: \$84.50+Hst

Best Ontario Service Fee: \$145.00+HST

TOTAL: \$259.34

If you wish to update your corporation's address or director information, please download and complete our Notice of Change filing order forms. We will obtain the Company Key on your behalf as part of the filing process.

Fees for Notice of Change Filing:

Electronic Filing Fee for Notice of Change: \$84.50+Hst

Best Ontario Service Fee: \$200.00+HST

TOTAL: \$321.49

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

Sincerely yours,

Sandra Chen / Susan Ding

Ontario Corporate Services-Fee Schedule

GOVERNMENT FEES	Incorporation	Amendment	Restated
	300	150	150
	Revival	Dissolution	Non-Profit
	330	25	155
Electronic Filing Fee		HST	TOTAL
		84.50	10.99
			95.49

ONTARIO INCORPORATION PACKAGE Service Fees (Business Corporation)

			HST	TOTAL
P01	NUANS® Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number	235	30.55	265.55
P02	NUANS® Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number, Minute Book with Seal,	410	53.30	463.30
P03	NUANS® Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number, Minute Book with Seal & Updating	560	72.80	632.80
P04	Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number	193	25.09	218.09
P05	Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number, Minute Book with Seal	368	47.84	415.84
P06	Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number, Minute Book with Seal & Updating	518	67.34	585.34

Ontario NOT-FOR-PROFIT Registration Service Fees

			HST	TOTAL
N01	NUANS® Report, NOT-FOR-PROFIT / Charity Articles Preparing, Filing, Initial Return	290	37.70	327.70
N02	NUANS® Report, NOT-FOR-PROFIT/ Charity Articles Preparing, Filing, Initial Return & Seal	380	49.40	429.40

ONTARIO CORPORATION INFORMATION CHANG Service Fees

			HST	TOTAL
c01	Corporation Notice of Change (Form 1) Filing with Profile Report	150	19.50	169.50
c02	Corporation Notice of Change (Form 1) Filing with Profile Report, Obtaining Company Key	200	26.00	226.00
c03	Extra Provincial Corporation Initial Return (Form 2) W/ Company Key	120	15.60	135.60
c04	Corporation Amendment Filing	235	30.55	265.55
c05	Corporation Amendment Filing, Obtaining Company Key	285	37.05	322.05
c06	Restated Articles of Incorporation Filing	235	30.55	265.55
c07	Restated Articles of Incorporation Filing, Obtaining Company key	285	37.05	322.05
c08	Corporation Dissolution Filing	120	15.60	135.60
c09	Corporation Dissolution Filing, Obtaining Company Key	170	22.10	192.10
c10	Corporation Revival Filing	235	30.55	265.55
c11	Corporation Revival Filing Obtaining Company Key	285	37.05	322.05
c12	Obtaining Ontario Company Key	145	18.85	163.85



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GOVERNMENT FEES	60
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ONTARIO BUSINESS NAME REGISTRATION Service Fees			HST	TOTAL
P07	Ontario Business Name Registration (Sole Proprietorship / General Partnership)	155	20.15	175.15
P08	Ontario Business Name Under Corporation (Trade Name Registration)	155	20.15	175.15

CORPORATE SUPPLIES

			HST	TOTAL
301	Minute Book Kit With Seal (Black Brief-case) w/20 Share Certificates	175	22.75	197.75
302	Minute Book With Seal (Burgundy Slip case) w/20 Share Certificates	175	22.75	197.75
303	Minute Book Kit Without Seal (Black Brief-case) w/20 Share Certificates	140	18.20	158.20
304	Minute Book Without Seal (Burgundy Slip case) w/20 Share Certificates	140	18.20	158.20
305	Corporate Seal	90	11.70	101.70
306	Minute Book Initializing/Updating	150	19.50	169.50
307	Minute Book With Seal (Burgundy Slip case) w/6 Share Certificates	125	16.25	414.25
308	20 Share Certificates	70	9.10	79.10
309	Blank Share Certificates (Single)	3.5	0.46	3.96
310	Blank Share Certificates (Single) w/ Name Printing	5.5	0.72	6.22

Courier Option				HST	TOTAL
D01	Courier Fee	22	2.86	24.86	

Total Amount

\$

CARD HOLDER'S NAME and SIGNATURE: VISA MasterCard American Express

First Name: Middle Name: Last Name:

Card Number: Expiry Date: Security Code:

The Cardholder Signature: X

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

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.