

Re: Ontario Incorporation (Manual Filing)

Dear Incorporator:

Please find attached:

1. Our price list;
2. Incorporation information form;
3. Two signature pages;

The Ontario Government fee for incorporation manual filing is \$360.00 (no taxes on this fee). The preferable method of payment to Government is by cheque. The Government accepts regular personal/corporate cheque with name and address pre-printed or you can make a payment by Credit Card, Debit Card (in person) or Email Money Transfer.

You can choose different service packages from our price list. For Ontario incorporation, you can choose from **P01** to **P06**. Your payment to us can be in cash, credit card, debit card, money order, certified cheque, or Email Money Transfer.

Please be aware of the followings:

1. The address of the registered office can be a residential address, but cannot be a post office box.
2. The 25% board of directors must be Resident Canadians.
3. The director of the corporation has to be over 18 years old.

Please bring the following in person, by mail or courier to us:

- Completed incorporation information form with authoring person's signature;
- **TWO ORIGINAL SIGNED** signature pages;
- Your payment to the Government;
- Your payment to us;

(If you would like to make the payments by credit card, please fill out the bottom of the price list.)

Please allow us one business day (without seal or minute book), or two business days (with seal or minute book) to complete your order. You can pick up the completed package in person or we can send by our courier (service fee is \$20.00 within Great Toronto Area).

If 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			165.00	21.45	186.45
<input type="checkbox"/> P02	NUANS [®] Report, Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal			305.00	39.65	344.65
<input type="checkbox"/> P03	NUANS [®] Report, Article Preparing, Incorporation Registration, Initial Return & Seal			235.00	30.55	265.55
<input type="checkbox"/> P04	Numbered Company Article Preparing, Incorporation Registration, Initial Return			123.00	15.99	138.99
<input type="checkbox"/> P05	Numbered Company Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal			263.00	34.19	297.19
<input type="checkbox"/> P06	Numbered Company Article Preparing, Incorporation Registration, Initial Return & Seal			193.00	25.09	218.09
<input type="checkbox"/> P07	NUANS [®] Report, Amendment Article Preparing, Government Filing, Notice of Change			165.00	21.45	186.45
<input type="checkbox"/> P08	Restated Articles of Incorporation, Article Preparing, Government Filing			165.00	21.45	186.45
<input type="checkbox"/> P09	Corporation Dissolution Article Preparing, Government Filing			75.00	9.75	84.75
<input type="checkbox"/> P10	NUANS [®] Report, Corporation Revival Article Preparing, Government Filing, Initial Return			165.00	21.45	186.45
<input type="checkbox"/> P11	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution			95.00	12.35	107.35
<input type="checkbox"/> P12	Ontario Incorporation Articles Preparation			75.00	9.75	84.75
<input type="checkbox"/> P13	Ontario Sole Proprietorship / Partnership / Trade Name Registration			65.00	8.45	73.45

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			230.00	29.90	259.90
<input type="checkbox"/> N02	NUANS [®] Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal			300.00	39.00	339.00

FEDERAL INCORPORATION (Profit)				REG	HST	TOTAL
<input type="checkbox"/> F01	NUANS [®] Report, Federal Corporation Registration, Ontario Registration			245.00	31.85	276.85
<input type="checkbox"/> F02	NUANS [®] Report, Federal Corporation Registration, Ontario Registration, Minute Book & Seal			385.00	50.05	435.05
<input type="checkbox"/> F03	NUANS [®] Report, Federal Corporation Registration, Ontario Registration & Seal			315.00	40.95	355.95
<input type="checkbox"/> F04	Numbered Federal Corporation Registration, Ontario Registration			203.00	26.39	229.39
<input type="checkbox"/> F05	Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal			343.00	44.59	387.59
<input type="checkbox"/> F06	Numbered Federal Corporation Registration & Seal			273.00	35.49	308.49
<input type="checkbox"/> F07	Federal Corporation Amendment			190.00	24.70	214.70
<input type="checkbox"/> F08	Federal Corporation Revival			245.00	31.85	276.85
<input type="checkbox"/> F09	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution			95.00	12.35	107.35

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 Corporate Profile Search – Standard Service			50.00	6.50	56.50
<input type="checkbox"/> 103	Ontario Corporate Profile Search – Expedited Service			62.00	8.06	70.06

CORPORATE SUPPLIES				REG	HST	TOTAL
<input type="checkbox"/> 301	Corporate Seal			70.00	9.10	79.10
<input type="checkbox"/> 302	Minute Book Kit With Seal (Black Brief-case)			140.00	18.20	158.20
<input type="checkbox"/> 303	Minute Book With Name Printed (Burgundy case)			99.00	12.87	111.87
<input type="checkbox"/> 304	Minute Book Kit Without Seal (Black Brief-case)			104.00	13.52	117.52
<input type="checkbox"/> 305	Minute Book Initializing/Updating			105.00	13.65	118.65

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 by fax or email this order and agree to pay by the credit card.

Ontario Incorporation Information

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

 **Proposed Corporation Name** Is This A PREC Company? No Yes

Profit corporation name must end with one of the following legal words. Please mark one you prefer to:

LIMITED INCORPORATED CORPORATION LIMITEE
 LTD. INC. CORP. INCORPOREE

List your proposed corporation name (For Ontario name search, you could list up to three names in a preferred order below):

1) _____
2) _____
3) _____

 **Address of the Registered Business Office**

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

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

 **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"/> <i>ONTARIO</i>

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"/> <i>ONTARIO</i>

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"/> <i>ONTARIO</i>

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.

 **Extra Information**

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

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

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

➤ How to File the Article? Ontario Incorporation Electronic Filing Ontario Incorporation Manual Filing

10. The names and addresses of the incorporators are:

Noms et adresses des fondateurs :

First name, middle names and surname or corporate name <i>Prénom, autres prénoms et nom de famille ou dénomination sociale</i>	Full address for service or if a corporation, the address of the registered or head office giving street & No. or R.R. No., municipality, province, country and postal code <i>Domicile élu au complet ou, dans le cas d'une société, adresse du siège social ou adresse de l'établissement principal, y compris la rue et le numéro ou le numéro de la R.R., la municipalité, la province, le pays et le code postal</i>

These articles are signed in duplicate.
Les présents statuts sont signés en double exemplaire.

Full name(s) and signature(s) of incorporator(s). In the case of a corporation set out the name of the corporation and the name and office of the person signing on behalf of the corporation
Nom(s) au complet et signature(s) du ou des fondateurs. Si le fondateur est une société, indiquer la dénomination sociale et le nom et le titre de la personne signant au nom de la société

Signature / signature

 Name of incorporator (or corporation name & signatories name and office)
Nom du fondateur (ou dénomination sociale et nom et titre du signataire)

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