

## Re: Ontario Not-for-Profit Corporation Amendment

Dear Sir/Madam:

A Not-for-profit Corporation may apply for Supplementary Letters Patent to change its name , to amend the objects or provisions set out in the original Letters Patent.

The Government fee for Supplementary Letters Patent is \$130.00; electronic filing fee is \$120.00. Our service fee is \$225.00 plus Hst.

We have included a signature page of the amendment application. Please have the President and Secretary of the organization both sign the form. Please provide us the new objects or provisions separately as word document.

If you are changing the not-for-profit organization to Charitable organization, and you are not using the pre-approved objects, your application will have to be reviewed by Public Guardian and Trustee Office. The government fee is \$150.00. Our service fee will be additional \$80.00 plus Hst.

Please email back the following documents to us::

- Amendment Information Form;
- Price list with signed Credit Card Information; please indicate in your email if you prefer EMT;
- Signed signature page;
- A photocopy of your registration - Letters Patent for the non-profit organization.

Should you have any questions please feel free 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.

## Corporation Amendment Information

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

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

2. Corporation Number \_\_\_\_\_ NAICS code \_\_\_\_\_

3. The Corporation's Name will be Changed to \_\_\_\_\_

### 4. Address of the Registered Business Office

Suite/Apt./Unit: \_\_\_\_\_ Street No. & Name: \_\_\_\_\_

City: \_\_\_\_\_ Province:  ONTARIO Postal Code: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

### 5. 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"/> ONTARIO
	Elected Date: _____	Resigned Date: _____	<input type="checkbox"/> President / <input type="checkbox"/> Secretary / <input type="checkbox"/> Treasurer / <input type="checkbox"/> GM

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"/> ONTARIO
	Elected Date: _____	Resigned Date: _____	<input type="checkbox"/> President / <input type="checkbox"/> Secretary / <input type="checkbox"/> Treasurer / <input type="checkbox"/> GM

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"/> 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.

### 6. Extra Information

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

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

## Authorization for Documents Filing to 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 - 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.**

This application is executed in duplicate  
*La présente requête est faite en double exemplaire.*

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Current Name of Corporation  
*Dénomination sociale actuelle de la personne morale*

By  
*Par :*

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Signature  
*Signature*

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Description of Office  
*Fonction*

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Signature  
*Signature*

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Description of Office  
*Fonction*