

## Re: Ontario Notice of Change filing with Profile Report

This is to change **Business Address** or **Directors'/Officers' Information** of your corporation. The turn around time is 2-3 business days and this service will provide you with the following documents:

- **Form 1 (Initial Return/Notice of Change)** E-filing confirmation which will show all the changes have been made to the corporation.
- **Corporate Entity Profile Report** from Service Ontario. This electronic report will show the current information of the corporation including the updated business address and directors'/officers' information.
- Ontario Company Key

Electronic Filing Fee:	\$95.00
Best Ontario Inc. Services fee:	\$150+HST (P 11)
Document Handling Fee:	\$50+HST
Total :	\$321.00 (tax included)

If there are any changes regarding the shares or shareholders, please update your minute book as this is your corporation's internal issue only; not public information. If you would like to order the minute book kit and updating service please download our Corporate Supplies Order form. Please provide a copy of your Articles of Incorporation and fill up the updating information form as well.

- ◆ If you wish to change the name of the corporation or to change any items on the Articles of Incorporation, please download the information form for **Amendment of Ontario Corporation Order Form**.
- ◆ If you wish to obtain the Restated Articles of Incorporation which consolidates all amendments and the original Articles into one set of Articles with updated directors' information, please download the information under **Restated Articles of Incorporation Order Form**.

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	\$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 Name:

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.

# Ontario Corporation Notice of Change Filing

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

**1. Name of the Corporation** \_\_\_\_\_

**2. Corporation Number** \_\_\_\_\_ **3. Company Key** \_\_\_\_\_

**4. Business Activity** \_\_\_\_\_

**5. New Address of the Registered Business Office**

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

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

**6. Directors' Information**

FIRST	First Name: _____	Middle Name: _____	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
	Signature: _____	Date of Elected: _____	Date of Resigned: _____
		YY-MM-DD	YY-MM-DD
Officer Position: <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> General Manager <input type="checkbox"/> Other: _____			

SECOND	First Name: _____	Middle Name: _____	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
	Signature: _____	Date of Elected: _____	Date of Resigned: _____
		YY-MM-DD	YY-MM-DD
Officer Position: <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> General Manager <input type="checkbox"/> Other: _____			

THIRD	First Name: _____	Middle Name: _____	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
	Signature: _____	Date of Elected: _____	Date of Resigned: _____
		YY-MM-DD	YY-MM-DD
Officer Position: <input type="checkbox"/> President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> General Manager <input type="checkbox"/> Other: _____			

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**

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

➤ Would you like to request Restated Articles of Incorporation?  Yes (Please use Restated Article Request Form on our website)  No

## 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.**