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: Ontario Notice of Change filing with Profile Report

This service is for updating the **Business Address** or **Directors'/Officers' Information** of your Ontario corporation.

- **If you already have the Company Key:**
  Electronic Filing Fee: $84.50+Hst Our
  Service Fee: $150.00+Hst
  Total: $264.99
- **If you do not have the Company Key:**
  Electronic Filing Fee: $84.50+Hst Our
  Service Fee: $200.00+Hst
  Total: $321.49

You will receive the following documents upon completion of the filing.

- **Form 1** - Initial Return/Notice of Change filing record;
- **Corporate Entity Profile Report** from Service Ontario. (Showing the updated information)
- (Ontario Company Key)

Changes to shares or shareholders are considered internal corporate matters and are not publicly filed. Please update your minute book accordingly. If you would like to order a minute book kit and updating service please download our Corporate Supplies Order form, provide a copy of your Articles of Incorporation, and complete the updating information form.

- To change the corporation's name or amend any items on the Articles of Incorporation, please download our Amendment of Ontario Corporation Order Form.

- To obtain Restated Articles of Incorporation (which consolidates all amendments and the original Articles into one set of Articles with updated directors' information), please download the Restated Articles of Incorporation Order Form.

If you have any questions, please do not hesitate to contact us! Thank you very much!

Sincerely yours

Best Ontario Inc.

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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,	420	54.60	474.60
☐ P03	NUANS® Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number,Minute Book with Seal & Updating	570	74.10	644.10
☐ 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	378	49.14	427.14
☐ P06	Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number,Minute Book with Seal & Updating	528	68.64	596.64

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	385	50.05	435.05

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

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	185	24.05	209.05
☐ 302	Minute Book With Seal (Burgundy Slip case) w/20 Share Certificates	185	24.05	209.05
☐ 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	95	12.35	107.35
☐ 306	Minute Book Initializing/Updating	150	19.50	169.50
☐ 307	Minute Book With Seal (Burgundy Slip case) w/6 Share Certificates	135	17.55	152.55
☐ 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.

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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:

☐ *Same as business address* Suite: Street No. & Name:

Canadian/Permanent Resident: ☐ *Yes* ☐ *No* Postal Code: City: Province: ☐ *ONTARIO*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

SECOND

First Name: Middle Name: Last Name:

☐ *Same as business address* Suite: Street No. & Name:

Canadian/Permanent Resident: ☐ *Yes* ☐ *No* Postal Code: City: Province: ☐ *ONTARIO*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

THIRD

First Name: Middle Name: Last Name:

☐ *Same as business address* Suite: Street No. & Name:

Canadian/Permanent Resident: ☐ *Yes* ☐ *No* Postal Code: City: Province: ☐ *ONTARIO*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

Note: *If you have additional directors, please complete another copy of this request form.*

7. Additional Information

- Official E-mail address: _____

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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.