

Re: Electronic Filing for Notice of Change (Canada Corporation)

Dear Sir/Madam:

To change **Business Address** or **Directors' Information** of your corporation, we offer Electronic Filing for Notice of Change. This service will provide you with the following documents:

- Form 3 Address Change and/or Form 6 Directors' Change E-filing records;
- Corporate Profile Report from Corporations Canada. This electronic report will show the updated information of the corporation after the filing.

Please provide your Federal **Corporation Key** and choose F09 on the Price List.

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 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 Federal Corporation 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 [®] Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number	220.00	28.60	248.60
<input type="checkbox"/> P02	NUANS [®] 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 [®] 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 [®] Report, Non-Profit / Charity Articles Preparing, Government Filing, Initial Return	265.00	34.45	299.45
<input type="checkbox"/> N02	NUANS [®] 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 [®] Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number	280.00	36.40	316.40
<input type="checkbox"/> F02	NUANS [®] Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book & Seal	450.00	58.50	508.50
<input type="checkbox"/> F03	NUANS [®] 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 [®]) – 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.

Appointment of Representative

I, _____
(First name, Middle names and Surname)

address for service

(Street & No. or R.R. No., Municipality, Province, Country & Postal Code)

am

- a Director*
 an authorized Officer
 a Shareholder

(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 Corporations Canada.

I authorize Corporations Canada 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.

Corporation Address / Directors' Information Change

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

1. Name of the Corporation

2. Corporation KEY _____ _____

3. New Address of the Registered Business Office

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

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

4. Directors' Information

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

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

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

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.

5. Additional Information

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