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: Federal Corporation Amendment

You are required to file Articles of Amendment when making any of the following changes to your Articles of Incorporation:

- Changing the corporate name.
- Altering the registered office address (changing Province).
- Modifying the share structure (e.g., adding/removing share classes, changing rights).
- Changing the number or restrictions on directors.
- Adding, removing, or amending any other provisions in the Articles.

To proceed, please provide:

1. **A copy of the Articles of Incorporation**
2. **Corporation Key.**

Fees for Federal Amendment Filing:

- Government Fee: $200.00
- Our Service Fee: $255.00+Hst

NOTE:

- If you are ***amending the Corporate Name,*** please carefully review the attached guide on **How to Propose Federal Corporate Name** - a unique name will help expedite the process;

- If you are only ***changing the Province of the registered office*** or ***the number of directors,*** the Articles of Amendment must still be filed; however, no government fee applies. Our service fee remains the same. We will obtain an updated Profile Report after the Amendment filing.

Should you have any questions please do not hesitate to contact us. Thank you very much!

Sincerely,

Sandra Chen / Susan Ding

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Federal Corporate Service - Fee Schedule

GOVERNMENT FEES	Incorporation	Amendment	Revival	Annual Return
	☐ 200	☐ 200	☐ 250	☐ 12

Federal Incorporation Service Fees (Business Corporation)			HST	TOTAL
☐ F01	NUANS Report, Federal Registration,Ontario Registration & Company Key, BN(Tax) Number	310	40.30	350.30
☐ F02	NUANS Report, Federal Registration,Ontario Registration & Company Key, BN(Tax) Number, Minute Book with Seal	495	64.35	559.35
☐ F03	NUANS® Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book with Seal & Updating	645	83.55	728.85
☐ F04	Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number	268	34.84	302.84
☐ F05	Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book wih Seal	453	58.89	511.89
☐ F06	Numbered Corporation Registration ,Ontario Registration& Company Key, BN(Tax) Number, Minute Book with Seal & Updating	603	78.39	681.39

Federal Corporation Information Changes Service Fees			HST	TOTAL
☐ F07	Federal Corporation Amendment	255	33.15	288.15
☐ F08	Federal Corporation Revival	310	40.30	350.30
☐ F09	Federal Corporation Dissolution Filing	170	22.10	192.10
☐ F10	Federal Corporation Dissolution Filing w/Ontario Cancellation	265	34.45	299.45
☐ F11	Federal Corporation address / director change with updated profile report	210	27.30	237.30
☐ F12	Federal Corporation Extra Provincial Notice of Change	120	15.60	135.60
☐ F13	Federal Corporation Annuel Return Filing	95	12.35	107.35

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CORPORATE SUPPLIES

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)	3.50	0.46	3.96
☐ 310	Blank Share Certificates (Single) w/ Name Printing	5.50	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: _____ **Expire Date:** _____

Sdeurity Code: _____

The Cardholder Signature: X _____

Please sign here to acknowledge this order and agree to pay by the credit card.

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Federal Corporation Amendment Information

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

1. Corporation's Present Name _____

2. Federal Corporation KEY _____

3. Proposed Corporation Name _____

4. General Business Activities _____

5. Address of the Registered Business Office

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

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

6. Directors' Name and Directors' Address for Service

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*

Elected Date: _____ Resigned Date: _____ ☐ *President* / ☐ *Secretary* / ☐ *Treasurer* / ☐ *GM*

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*

Elected Date: _____ Resigned Date: _____ ☐ *President* / ☐ *Secretary* / ☐ *Treasurer* / ☐ *GM*

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*

Elected Date: _____ Resigned Date: _____ ☐ *President* / ☐ *Secretary* / ☐ *Treasurer* / ☐ *GM*

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

7. Additional Information

- Authorizing person Signature: **X** _____ Authorizing person Name: _____
- Official E-mail address: _____

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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*
- ☐ 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 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.

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How to Propose Federal Corporation Name

(Note: The guideline here also helps for Ontario corporation name)

When you apply to incorporate a company under the Canada Business Corporations Act, you may choose to use a corporate name or have a number name assigned to you. Although incorporating under a name involves additional effort and expense. There are advantages to doing so.

A corporate name is an important aspect of corporate communication and advertising today and may be a very valuable asset. It tells people who you are and will often embody the goodwill that you have built up with your customers and suppliers.

An approved federal corporate name offers an extra degree of protection of your rights to that name. Specifically, federal incorporation allows your business to operate using its corporate name right across Canada, which is important if you decide to expand your business to other provinces or territories.

CHOOSING A NAME

- ✧ Your name must meet certain requirements before it is approves by the Corporations Directorate:
- ✧ The name must be distinctive.
- ✧ The name must not cause confusion with any existing name or trademark.
- ✧ The name must include a legal element. The name must not include unacceptable terms.

DISTINCTIVENESS

It must be easy to distinguish your proposed name from the names of other business that carry on the same activities. Your name will not be distinctive if it merely describes those activities. The name “Car Manufacturer Inc.” lacks distinctiveness since it describes the activities of all car manufacturers.

You can achieve distinctiveness in a number way. One of the most common is to include an element that makes it distinctive. “Carwash Incorporated”, for example, is too general, but “East Side Carwash Incorporated” is distinctive.

Made-up words also give name distinctiveness. They can be a combination of two dictionary words such as “InfoTech” or something completely new such as “Xerox”. Unusual name are high distinctive and are given greater protection because they are unique.

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Confusion with other names or trade marks

It is to your advantage to learn about possible name conflicts as soon as possible. If your name is too close to an existing corporate name or trade-mark, the owner of that name or trade-mark could launch a court action to compel you to stop using your name and perhaps even to pay damages.

For many people, the prospect of discovering that their business name may be confused with another is intimidating. This is particularly true if you have invested considerable time and effort in coming up with a name or have been operating under the proposed name for come time before incorporating. The federal name approval the process helps you to avoid this problem by identifying potentially confusing name or trade-mark in a federal database of name and ensuring that you satisfy yourself that confusion is not likely.

In assessing whether confusion is likely, the Corporations Director looks at all circumstances, including a comparison of the good, services and operating area of your proposed business with those of existing businesses. While name approval from the Corporations Director does not guarantee that you are violating the rights of another firm or individual, it significantly reduces your risk.

You must submit a NUANS (Newly Upgraded Automated Name Search) report as part of your application to use your corporate name. A NUANS search compares your proposed name with a federal database of names that includes trade-mark, provincial and federal corporate names and most provincially registered business names (except those in Quebec)

Legal Element

The accepted way to include a legal element in a corporate name is to add a term to the end of the name such as Limited, Incorporated, or Corporation, or contractions of these such as Ltd., Inc., or Corp.

Unacceptable terms

Unacceptable terms fall into three categories.

First, there are terms that imply connections that do not exist. Your corporate name can not suggest, for example, that you are a branch of the government or that you offer services or products governed by financial legislation, such as trusts, loans, insurance, and banking.

The second type of unacceptable term is one that falsely describes your business. You cannot, for example. Include term that that suggests that your company is selling cars when it is really selling only tires.

Finally, obscene term or term that suggests that your business provides obscene, scandalous or immoral services are not allowed.