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: Obtain an Ontario Company Key

As of February 1, 2025, Ontario requires a Company Key for all businesses to access and update their records in the Ontario Business Registry.

We can assist you in obtaining your Company Key electronically within **2-3 business days**. To proceed, please complete the attached authorization form.

Fees for Company Key Request:

Electronic Filing Fee: $84.50+Hst
Best Ontario Service Fee: $145.00+HST
TOTAL: $259.34

If you wish to update your corporation's address or director information, please download and complete our ***Notice of Change filing order forms.*** *We will obtain the Company Key on your behalf as part of the filing process.*

Fees for Notice of Change Filing:

Electronic Filing Fee for Notice of Change: $84.50+Hst
Best Ontario Service Fee: $200.00+HST

TOTAL: $321.49

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

Sincerely yours,

Sandra Chen / Susan Ding

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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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Authorization for Obtaining a Company Key from 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 - 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.