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 Corporation Amendment

You may file Articles of Amendment to make the following changes to your Ontario corporation:

1. **Change the name of the corporation**
2. **Change the minimum and/or maximum number of directors**
3. **Amend the share structure or share restrictions**
4. **Update or add special provisions**

To proceed, please provide **A copy of the Articles of Incorporation**

Fees for Ontario Amendment Filing:

- **Government Fee: $150.00**
- **Electronic Filing Fee: $84.50+Hst**
- **Our Service Fee, if you have Ontario Company Key: $235.00 + HST**
- **Our Service Fee, if you do not have Ontario Company Key: $285.00+HST**

Additional Options:

Director or Address Changes:

To change the corporate address or update director information, please download the Notice of Change Electronic Filing Order Form.

Restated Articles of Incorporation:

To consolidate all amendments and the original articles into a single updated document (including current address and director details), please download the Restated Articles of Incorporation Order Form.

Changes to Shares or Shareholders:

To update share or shareholder information, please download the Corporate Supplies Order Form and select the Minute Book Kit with Updating.

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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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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Corporation Amendment Information

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

1. Corporation's Present Name _____

2. Corporation Number _____ **NAICS code** _____

3. The Corporation's Name will be Changed to

_____

4. Address of the Registered Business Office

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

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

5. 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.*

6. Extra Information

- Authorizing person Signature: **X** _____ Authorizing person Name: _____

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.