

## **Re: Ontario Not-for-Profit Corporation Amendment**

Dear Madam/Sir:

We have included a signature page of the amendment form. Please make two good photocopies of the form, since we need submit the application in duplicate.

You need two corporate officers to sign the forms, and please print the officer's title clearly;

The Government fee for non-profit corporation amendment is \$130.00. Our service fee for non-profit amendment is \$215.00 plus HST.

Please mail/courier backs the above forms along with the followings:

- Signed amendment form in duplicate;
- A photocopy of the first page of your non-profit incorporation articles / Letter of Patterns;
- A certified cheque or money order payable to Best Ontario Inc. for \$205.00 plus HST;
- A cheque (with your name and address printed by your bank) payable to Minister of Finance for \$130.00;
- Your mailing address, phone number and fax number.

Should you have any questions please give us a call.

Thank you very much.

Sincerely,

Sandra Chen / Susan Ding

## Best Ontario Service Price

GOVERNMENT FEES	Incorporation	Amendment	Restated	Revival	Business Name
ONTARIO REGISTRATION	\$360.00	\$150.00	\$150.00	\$330.00	\$80.00
FEDERAL REGISTRATION	\$200.00	\$200.00	\$200.00	\$200.00	N/A

### ONTARIO INCORPORATION PACKAGE (Profit) & ONTARIO BUSINESS NAME REGISTRATION

		REG	HST	TOTAL
<input type="checkbox"/> P01	NUANS <sup>®</sup> Report, Article Preparing, Incorporation Registration, Initial Return	165.00	21.45	<b>186.45</b>
<input type="checkbox"/> P02	NUANS <sup>®</sup> Report, Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	305.00	39.65	<b>344.65</b>
<input type="checkbox"/> P03	NUANS <sup>®</sup> Report, Article Preparing, Incorporation Registration, Initial Return & Seal	235.00	30.55	<b>265.55</b>
<input type="checkbox"/> P04	Numbered Company Article Preparing, Incorporation Registration, Initial Return	123.00	15.99	<b>138.99</b>
<input type="checkbox"/> P05	Numbered Company Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	263.00	34.19	<b>297.19</b>
<input type="checkbox"/> P06	Numbered Company Article Preparing, Incorporation Registration, Initial Return & Seal	193.00	25.09	<b>218.09</b>
<input type="checkbox"/> P07	NUANS <sup>®</sup> Report, Amendment Article Preparing, Government Filing, Notice of Change	165.00	21.45	<b>186.45</b>
<input type="checkbox"/> P08	Restated Articles of Incorporation, Article Preparing, Government Filing	165.00	21.45	<b>186.45</b>
<input type="checkbox"/> P09	Corporation Dissolution Article Preparing, Government Filing	65.00	8.45	<b>73.45</b>
<input type="checkbox"/> P10	NUANS <sup>®</sup> Report, Corporation Revival Article Preparing, Government Filing, Initial Return	165.00	21.45	<b>186.45</b>
<input type="checkbox"/> P11	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution	95.00	12.35	<b>107.35</b>
<input type="checkbox"/> P12	Ontario Incorporation Articles Preparation	75.00	9.75	<b>84.75</b>
<input type="checkbox"/> P13	Ontario Sole Proprietorship / Partnership / Trade Name Registration	65.00	8.45	<b>73.45</b>

### ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable)

		REG	HST	TOTAL
<input type="checkbox"/> N01	NUANS <sup>®</sup> Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return	230.00	29.90	<b>259.90</b>
<input type="checkbox"/> N02	NUANS <sup>®</sup> Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal	300.00	39.00	<b>339.00</b>

### FEDERAL INCORPORATION (Profit)

		REG	HST	TOTAL
<input type="checkbox"/> F01	NUANS <sup>®</sup> Report, Federal Corporation Registration, Ontario Registration	245.00	31.85	<b>276.85</b>
<input type="checkbox"/> F02	NUANS <sup>®</sup> Report, Federal Corporation Registration, Ontario Registration, Minute Book & Seal	385.00	50.05	<b>435.05</b>
<input type="checkbox"/> F03	NUANS <sup>®</sup> Report, Federal Corporation Registration, Ontario Registration & Seal	315.00	40.95	<b>355.95</b>
<input type="checkbox"/> F04	Numbered Federal Corporation Registration, Ontario Registration	203.00	26.39	<b>229.39</b>
<input type="checkbox"/> F05	Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal	343.00	44.59	<b>387.59</b>
<input type="checkbox"/> F06	Numbered Federal Corporation Registration & Seal	273.00	35.49	<b>308.49</b>
<input type="checkbox"/> F07	Federal Corporation Amendment	190.00	24.70	<b>214.70</b>
<input type="checkbox"/> F08	Federal Corporation Revival	245.00	31.85	<b>276.85</b>
<input type="checkbox"/> F09	Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution	95.00	12.35	<b>107.35</b>

### SEARCH & REPORT

		REG	HST	TOTAL
<input type="checkbox"/> 101	Ontario / Federal Corporate Name Search Report (NUANS <sup>®</sup> ) – Standard Service	42.00	5.46	<b>47.46</b>
<input type="checkbox"/> 102	Ontario Corporate Profile Search – Standard Service	50.00	6.50	<b>56.50</b>
<input type="checkbox"/> 103	Ontario Corporate Profile Search – Expedited Service	62.00	8.06	<b>70.06</b>

### CORPORATE SUPPLIES

		REG	HST	TOTAL
<input type="checkbox"/> 301	Corporate Seal	70.00	9.10	<b>79.10</b>
<input type="checkbox"/> 302	Minute Book Kit With Seal (Black Brief-case)	140.00	18.20	<b>158.20</b>
<input type="checkbox"/> 303	Minute Book With Name Printed (Burgundy case)	99.00	12.87	<b>111.87</b>
<input type="checkbox"/> 304	Minute Book Kit Without Seal (Black Brief-case)	104.00	13.52	<b>117.52</b>
<input type="checkbox"/> 305	Minute Book Initializing/Updating	105.00	13.65	<b>118.65</b>

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 by fax or email this order and agree to pay by the credit card.

## Corporation Amendment Information

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

1. Corporation's Present Name \_\_\_\_\_

2. Corporation Number \_\_\_\_\_  Ontario Corporation  Federal Corporation

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 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
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

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
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

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
	Elected Date: _____ Resigned Date: _____ <input type="checkbox"/> President/ <input type="checkbox"/> Secretary/ <input type="checkbox"/> Treasurer/ <input type="checkbox"/> GM

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.

### 6. Extra Information

➤ Authorizing person Signature: **X** \_\_\_\_\_ Authorizing person Name: \_\_\_\_\_

➤ E-mail Back?  YES E-mail address: \_\_\_\_\_

➤ Fax Back?  YES Fax number: \_\_\_\_\_ Attention: \_\_\_\_\_

This application is executed in duplicate  
*La présente requête est faite en double exemplaire.*

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Current Name of Corporation  
*Dénomination sociale actuelle de la personne morale*

By  
*Par :*

---

Signature  
*Signature*

---

Description of Office  
*Fonction*

---

Signature  
*Signature*

---

Description of Office  
*Fonction*

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Signature  
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