

## Re: Electronic Filing for Notice of Change

Dear Madam/Sir:

To change **Business Address** or **Directors' Information** of your corporation, we offer Electronic Filing for Notice of Change. The turn around time is one hour and this service will provide you with the following documents:

- Form 1 (Initial Return/Notice of Change) E-filing record which will show all the changes have been made to the corporation.
- Corporate Profile Report from Ministry of Government and Consumer Services. This electronic report will show the current information of the corporation including the updated business address and directors' information.
- Additionally, we will provide you a Covering Letter to Revenue Canada in order for you to update your BN Account at Tax Branch.

Government system access fee:	\$57.81
Best Ontario Inc. Services fee:	\$95 + HST
Your total will be:	\$165.16

Please provide copy of your Incorporation Article and fill up the information form, sign the authorization letter, fax, e-mail or mail back to us.

- ◆ If you wish to change the name of the corporation or to change the articles of incorporation, please check the information under Amendment of Ontario Corporation Order Form.
- ◆ If you wish to obtain Restated Articles of Incorporation which consolidates all amendments and the original Articles into one set of Articles with updated directors' information, please check the information under Restated Articles of Incorporation Order Form.
- ◆ If you wish to issue shares or change share holders information, please check the information under Minute Book Updates 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	\$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	186.45
<input type="checkbox"/> P02 NUANS <sup>®</sup> Report, Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	305.00	39.65	344.65
<input type="checkbox"/> P03 NUANS <sup>®</sup> Report, Article Preparing, Incorporation Registration, Initial Return & Seal	235.00	30.55	265.55
<input type="checkbox"/> P04 Numbered Company Article Preparing, Incorporation Registration, Initial Return	123.00	15.99	138.99
<input type="checkbox"/> P05 Numbered Company Article Preparing, Incorporation Registration, Initial Return, Minute Book & Seal	263.00	34.19	297.19
<input type="checkbox"/> P06 Numbered Company Article Preparing, Incorporation Registration, Initial Return & Seal	193.00	25.09	218.09
<input type="checkbox"/> P07 NUANS <sup>®</sup> Report, Amendment Article Preparing, Government Filing, Notice of Change	165.00	21.45	186.45
<input type="checkbox"/> P08 Restated Articles of Incorporation, Article Preparing, Government Filing	165.00	21.45	186.45
<input type="checkbox"/> P09 Corporation Dissolution Article Preparing, Government Filing	65.00	8.45	73.45
<input type="checkbox"/> P10 NUANS <sup>®</sup> Report, Corporation Revival Article Preparing, Government Filing, Initial Return	165.00	21.45	186.45
<input type="checkbox"/> P11 Corporation Notice of Change Package, include: NoC eFiling, Profile Report, Corporation Resolution	95.00	12.35	107.35
<input type="checkbox"/> P12 Ontario Incorporation Articles Preparation	75.00	9.75	84.75
<input type="checkbox"/> P13 Ontario Sole Proprietorship / Partnership / Trade Name Registration	65.00	8.45	73.45

### 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	259.90
<input type="checkbox"/> N02 NUANS <sup>®</sup> Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal	300.00	39.00	339.00

### FEDERAL INCORPORATION (Profit)

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

### SEARCH & REPORT

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

### CORPORATE SUPPLIES

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

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 Address / Directors' Information Change

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

## 1. Name of the Corporation \_\_\_\_\_

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

## 3. Current 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: _____

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: _____

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: _____

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. Extra Information

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

➤ Restated Articles of Incorporation requirement?  Yes (Please use Restated Article Request Form on our website)  No

## Authorization for Corporation Address or Directors' Information Change

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  
 an authorized Officer of the corporation  
 other individual having knowledge of the affairs of the Corporation

(Check appropriate box)

hereby authorize BEST ONTARIO INC. to do Notice of Change for

\_\_\_\_\_  
(Name of Corporation)

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.

Form of  
Business  
Corporations  
Act

Formule de  
Loi sur les  
sociétés par  
actions