

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:	\$46.45
Best Ontario Inc Services fee:	\$65+GST
Your total will be:	\$114.70

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, 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	PST	GST	TOTAL
<input type="checkbox"/> P01	NUANS & Ontario Corporation Registration, Initial Return	130.00	-	6.50	136.50
<input type="checkbox"/> P02	NUANS & Ontario Corporation Registration, Initial Return, Minute Book & Seal	245.00	9.20	12.25	266.45
<input type="checkbox"/> P03	NUANS & Ontario Corporation Registration, Initial Return & Seal	185.00	4.40	9.25	198.65
<input type="checkbox"/> P04	Numbered Ontario Corporation Registration, Initial Return	90.00	-	4.50	94.50
<input type="checkbox"/> P05	Numbered Ontario Corporation Registration, Initial Return, Minute Book & Seal	205.00	9.20	10.25	224.45
<input type="checkbox"/> P06	Numbered Ontario Corporation Registration, Initial Return & Seal	145.00	4.40	7.25	156.65
<input type="checkbox"/> P07	NUANS & Ontario Corporation Amendment, Notice of Change	130.00	-	6.50	136.50
<input type="checkbox"/> P08	Ontario Restated Articles of Incorporation	130.00	-	6.50	136.50
<input type="checkbox"/> P09	Ontario Corporation Dissolution Article & Filing	38.00	-	1.90	39.90
<input type="checkbox"/> P10	Ontario Corporation Articles Preparation	65.00	-	3.25	68.25
<input type="checkbox"/> P11	Ontario Sole Proprietorship / Partnership / Trade Name Registration	38.00	-	1.90	39.90
<input type="checkbox"/> P12	NUANS & Ontario Corporation Revival, Initial Return	130.00	-	6.50	136.50

ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable)		REG	PST	GST	TOTAL
<input type="checkbox"/> P13	NUANS, & Ontario Non-Profit / Charity Registration, Initial Return	195.00	-	9.75	204.75
<input type="checkbox"/> P14	NUANS, & Ontario Non-Profit / Charity Registration, Initial Return & Seal	250.00	4.40	12.50	266.90

FEDERAL INCORPORATION (Profit)		REG	PST	GST	TOTAL
<input type="checkbox"/> F01	NUANS, & Federal Corporation Registration, Ontario Registration	205.00	-	10.25	215.25
<input type="checkbox"/> F02	NUANS, & Federal Corporation Registration, Ontario Registration, Minute Book & Seal	320.00	9.20	16.00	345.20
<input type="checkbox"/> F03	NUANS, & Federal Corporation Registration, Ontario Registration & Seal	260.00	4.40	13.00	277.40
<input type="checkbox"/> F04	Numbered Federal Corporation Registration, Ontario Registration	165.00	-	8.25	173.25
<input type="checkbox"/> F05	Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal	280.00	9.20	14.00	294.20
<input type="checkbox"/> F06	Numbered Federal Corporation Registration & Seal	220.00	4.40	11.00	235.40
<input type="checkbox"/> F07	Federal Corporation Amendment	150.00	-	7.50	157.50
<input type="checkbox"/> F08	Federal Corporation Revival	205.00	-	10.25	215.25

SEARCH & REPORT		REG	PST	GST	TOTAL
<input type="checkbox"/> 101	Ontario / Federal Corporate Name Search Report (NUANS) – Normal Service	40.00	-	2.00	42.00
<input type="checkbox"/> 102	Ontario / Federal Corporate Name Search Report (NUANS) – Expedited Service	65.00	-	3.25	68.25
<input type="checkbox"/> 103	Ontario Corporate Profile Search – Normal Service	25.00	-	1.25	26.25
<input type="checkbox"/> 104	Ontario Corporate Profile Search – Expedited Service	45.00	-	2.25	47.25
<input type="checkbox"/> 105	Canada Trade-mark Search Report (Words Only)	40.00	-	2.00	42.00

OTHER SERVICES		REG	PST	GST	TOTAL
<input type="checkbox"/> 201	Ontario Corporation Notice of Change e-Filing (Government Fee included)	110.00	-	4.70	114.70
<input type="checkbox"/> 202	Simple Filing	30.00	-	1.50	31.50

CORPORATE SUPPLIES		REG	PST	GST	TOTAL
<input type="checkbox"/> 301	Corporate Seal	55.00	4.40	2.75	62.15
<input type="checkbox"/> 302	Minute Book Kit With Seal (Black Brief-case)	115.00	9.20	5.75	129.95
<input type="checkbox"/> 303	Minute Book With Name Printed (Burgundy case)	77.00	6.16	3.85	87.01
<input type="checkbox"/> 304	Minute Book Kit Without Seal (Black Brief-case)	87.00	6.96	4.35	98.31
<input type="checkbox"/> 305	Minute Book Initializing/Updating	80.00	-	4.00	84.00

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: |__|__| / |__|__|

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: _____
- Fax Back? YES Fax number: _____ Attention: _____
- 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