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: Electronic Filing for Notice of Change (Federal Corporation)

To update your corporation's **Business Address** or **Directors' Information,** please provide your **Federal Corporation Key** and choose **F11** from the Attached Price List - **$210.00+Hst.**

Upon completion of the filing. you will receive:

- Form 3 - Change of Address
- Form 6 - Change of Director
- Updated Profile Report

If you have registered extra-provincially in Ontario, you must also file a **Notice of Change** to update the Ontario Corporate record. Please provide the Ontario Corporation Number and Company Key; and select **F12** from the Price List - **$120.00+Hst.**

If your corporation is not yet registered extra-provincially in Ontario, you are required to file an I**nitial Return** with the Onario Business Registry. An Ontario Corporation Number and Company Key will then be assigned. Please download the **Extra Provincial Registration - Initial Return Order Form** from our website.

Please note:

- If there are any changes regarding shares or shareholders, these are internal matters and are not publicly filed. Please ensure your minute book is updated accordingly; If you wish to order a minute book kit or use our updating service, please download the **Corporate Supplies Order form** from our website.

- To change the corporation's name or amend any part of the Articles of Incorporation, please download the **Amendment of Federal Corporation Order Form**.

If you have any questions, please do not hesitate to contact us! Thank you very much!

Sincerely,

Sandra Chen / Susan Ding

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Federal Corporate Service - Fee Schedule

GOVERNMENT FEES	Incorporation	Amendment	Revival	Annual Return
	☐ 200	☐ 200	☐ 250	☐ 12

Federal Incorporation Service Fees (Business Corporation)			HST	TOTAL
☐ F01	NUANS Report, Federal Registration,Ontario Registration & Company Key, BN(Tax) Number	310	40.30	350.30
☐ F02	NUANS Report, Federal Registration,Ontario Registration & Company Key, BN(Tax) Number, Minute Book with Seal	495	64.35	559.35
☐ F03	NUANS® Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book with Seal & Updating	645	83.55	728.85
☐ F04	Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number	268	34.84	302.84
☐ F05	Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book wih Seal	453	58.89	511.89
☐ F06	Numbered Corporation Registration ,Ontario Registration& Company Key, BN(Tax) Number, Minute Book with Seal & Updating	603	78.39	681.39

Federal Corporation Information Changes Service Fees			HST	TOTAL
☐ F07	Federal Corporation Amendment	255	33.15	288.15
☐ F08	Federal Corporation Revival	310	40.30	350.30
☐ F09	Federal Corporation Dissolution Filing	170	22.10	192.10
☐ F10	Federal Corporation Dissolution Filing w/Ontario Cancellation	265	34.45	299.45
☐ F11	Federal Corporation address / director change with updated profile report	210	27.30	237.30
☐ F12	Federal Corporation Extra Provincial Notice of Change	120	15.60	135.60
☐ F13	Federal Corporation Annuel Return Filing	95	12.35	107.35

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CORPORATE SUPPLIES

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)	3.50	0.46	3.96
☐ 310	Blank Share Certificates (Single) w/ Name Printing	5.50	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: _____ **Expire Date:** _____

Sdeurity 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 Address / Directors' Information Change

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

1. Name of the Corporation _____

2. Corporation KEY _____

3. New 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 Name: Last Name:

☐ *Same as business address* Suite: Street No. & Name:

Canadian/Permanent Resident: ☐ *Yes* ☐ *No* Postal Code: City: Province: ☐ *ONTARIO*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

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*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

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*

Signature: _____ Date of Elected: _____ Date of Resigned: _____

YY-MM-DD YY-MM-DD

Officer Position: ☐ *President* ☐ *Secretary* ☐ *Treasurer* ☐ *General Manager* ☐ *Other:* _____

Note: *If you have additional directors, please complete another copy of this request form.*

5. Additional Information

- Official E-mail address: _____

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Appointment of Representative

I, _____
(First name, Middle names and Surname)

address for service

_____
(Street & No. or R.R. No., Municipality, Province, Country & Postal Code)

am

☐ *a Director*

☐ *an authorized Officer*

☐ *a Shareholder*

☐ 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 Corporations Canada.
I authorize Corporations Canada 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.