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## Before You Begin

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Please consider applying online at [Ontario.ca/BusinessRegistry](https://Ontario.ca/BusinessRegistry) because it is better, easier and faster for you. Benefits of applying online include: a faster response, getting immediate notice that your application is received, ability to use a debit or credit card and being able to check the progress of your application online.

If you prefer to complete this form, you must complete it on a computer. The form is dynamic – it changes depending on how you answer questions. You can save the form but can't print it until you complete all mandatory fields – they are marked with an asterisk (\*).

If you wish to cancel or withdraw a limited partnership declaration, you must file a cancellation. **There is no fee required.**

For detailed information about this application, please see the [applicable Notice](#) first.

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## Information You Need

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Before completing this form, please make sure that you have the following information ready.

1. Firm name, Business Identification Number (BIN) and official email address.
  2. Company Key. This is the 9-digit number provided by the ministry that establishes authority over the firm name. For more information refer to [company key](#).
  3. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
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## Completing the Form

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### Partnership Information

Please enter the firm name, the BIN, company key and official email address of the partnership filing the cancellation.

We will need the **company key** to verify that you are authorized to file this cancellation.

The **firm name** must be the same as it appears on the ministry's record.

You must indicate the **official email address** that is already **on record** with the ministry. The official email will be used to communicate with the partnership. The documents related to this application will be sent to the official email address as well as to the email of the contact person indicated in Section 2 of this form.

If your official email address has changed, you must notify the ministry by filing a [File a Declaration of Change of a Limited Partnership - Form Number 5307](#) under the *Limited Partnerships Act* (LPA). You may include the Declaration of Change filing together with this form when you mail your application.

### Contact Information

Please enter the full name, telephone number and email address of the contact person. This will not be shown on the public record. The ministry will contact this person for any questions related to this application. Documents related to this application will be sent to the contact person's email address.

### Cancellation Confirmation

The contact person must confirm the cancellation of the partnership and acknowledge that all business names that have been registered under it will be cancelled, and if it is a partner in a partnership in the Ministry records, it will no longer be shown as a partner.

## Authorization

The contact person must confirm that the form has been signed by all the required person(s).

## Signature

The form must bear the signature of at least one general partner or a person signing as attorney on behalf of the general partner.

Enter the full name of the individual, or the corporation name, or the entity name of the partner in column 1.

If the partner is a corporation and a director or officer is signing on behalf of the corporation, set out the full name of the director or officer and their position in the second column.

If the partner is a partnership, set out the full name and position of the partner signing on behalf of the partnership. You may enter 'partner' as the position in the second column.

If the partner is an 'other' entity, set out the full name and position of the person signing on behalf of the entity in the second column.

If an attorney is signing on behalf of the partner, set out the full name of the attorney and indicate 'attorney' as the position in the second column.

Click the "Add Partner" button if more than one general partner is signing the form.

Please ensure that the form is signed by all required person(s) in the third column before mailing the form.

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## Submitting the Form

Once you have completed the form, print it, obtain the appropriate signature, and mail it to the ministry at the address below.

Ministry of Public and Business Service Delivery  
Business Registry Services Branch  
393 University Avenue, Suite 200  
Toronto, Ontario M5G 2M2

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## Returned Application

If your application is handwritten, missing the company key, the required payment or email addresses, or if the wrong form is used, it will not be processed and will be returned to you by regular mail. You may resubmit by regular mail in this case.

However, if the form is missing **any other** required information or has not been properly completed, it will be returned electronically for correction to the email address provided on the form. To resubmit the application, you will be provided with a link to the electronic business registration system, where you **must** complete the transaction electronically. When you resubmit the application, it is your responsibility to review the entire application, and to ensure that all data is accurate and meets all requirements. You are also responsible for obtaining the required signatures when prompted during the electronic transaction.

The effective date of a returned application that is resubmitted to the ministry will be the date an application acceptable for filing is processed by the ministry. For details, please see the applicable Notice.

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## Successful Application

Whether you applied electronically or by mail, after the ministry receives your application and it is successfully processed, you will receive official documents by email, including a payment receipt if applicable and a company key if one has not already been assigned to the entity. For more information on the documents, please see the applicable Notice.

These documents will be sent to the official corporation or entity email provided and to the contact person specified, except for the company key, if applicable, which is sent only to the official email.

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## Questions

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After reading these detailed instructions and the applicable Notice, if you still have questions, visit [Ontario.ca/BusinessRegistry](https://Ontario.ca/BusinessRegistry) or contact us by [email](#). Alternatively, you may call ServiceOntario at:

- Telephone: 416-314-8880 or Toll-free: 1-800-361-3223
- TTY: 416-325-3408 or Toll-free TTY: 1-800-268-7095