

## Before You Begin

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 pay by debit or credit card and being able to check the progress of your application online.

If there are changes to the primary activity or the address of the principal place of business of the entity, you must update your registration within 15 days after the change by filing an amendment under the *Business Names Act* (BNA). This is free of charge.

Please note that a new business registration is required to change your company name. There is a fee for this new filing.

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 (\*).

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

## Information You Need

Before completing this form, please make sure that you have the following information ready. Note: You require the information for items 4 to 6 only if you are making changes to any of this information. For items that you are not changing, leave the fields blank.

1. Company name, Business Identification Number (BIN) and official email address.
2. Company key. This is the 9-digit number provided by the ministry that establishes access over the business 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.**
4. New address of the principal place of business, if this is being changed.
5. North American Industry Classification System (NAICS) primary activity code. For more information on NAICS code visit [NAICS](#) link.
6. New official email address of the business, if this is being changed. **This will not be shown on the public record.**
7. Person authorizing the amendment.

## Completing the Form

### Company Name Information

Please enter the company name, BIN, company key and official email address of the extra-provincial limited liability company filing the amendment.

The **company name** must be the same as it appears on the ministry's records.

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

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 business. The documents related to this application will be sent to your 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, indicate the new official email address in section 4 of this form. A filing that reports only a change in the official email address is not considered an amended registration.

## 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.

## New Address of Principal Place of Business

If you are changing the address of the principal place of business, you must provide the new address of the principal place of business in Ontario, if there is a place of business in Ontario. If there is **no** place of business in Ontario, you must provide the new address of the principal place of business **outside** Ontario. If you have an international address and the "Region" field is not applicable to you, please enter 'Parish,' 'County' or any other equivalent information in the "Region" field. This also applies to any other international address in the form.

## New Primary Activity

If you are changing your primary activity, indicate in this form your new primary activity code.

NAICS is the North American Industry Classification System. Please refer to the NAICS link and select the code that best describes the main activity of your business and then set out in this form your primary activity code from the link. The NAICS activity code is a 2 to 6 digit number that corresponds to a business's primary activity. You must select the code that best describes the main activity of your business. For example, a code for a hair salon could be "812116 – unisex hair stylist shops"). The NAICS code is required under the *Business Names Act* and *Limited Partnerships Act* and appears on the public record for filings made under those Acts.

## New Official Email Address

If you are changing the official email of the business, indicate the new official email address.

## Authorization

A General Manager/Representative or a person acting under power of attorney must authorize the amendment.

### General Manager/Representative Authorizing the Amendment

Please set out if the General Manager/Representative authorizing the amendment is an individual, corporation or registered entity (any registration with a BIN), or an 'other' entity.

If the General Manager/Representative authorizing the amendment is an individual, set out the full name and address for service.

If the General Manager/Representative authorizing the amendment is a corporation or registered entity, set out the OCN or BIN, as applicable. Also set out the full name and position of the person representing the corporation or registered entity.

If the General Manager/Representative authorizing the amendment is an 'other' entity, set out the name of the entity, address for service, and the full name and position of the individual representing the entity.

### Person Acting Under Power of Attorney Authorizing the Amendment

A person acting under power of attorney could be an individual, corporation or registered entity (any registration with a BIN), or an 'other' entity.

If the person acting under power of attorney is an individual, set out the full name and address for service in Ontario.

If the person acting under power of attorney is not an individual (e.g., corporation or other registered entity), set out its name and OCN or BIN, as applicable, and its address for service in Ontario. Also set out the full name and position of the person representing the corporation or registered entity.

If the person acting under power of attorney is an 'other' entity, set out the name of the entity, address for service in Ontario, and the name and position of the individual representing the 'other' entity.

## Confirmation

The contact person must confirm the accuracy of the information submitted.

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## Submitting the Form

Once you have completed the form, print it, obtain the appropriate signatures, and mail it to the ministry at the address below with your exact payment.

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

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## Returned Application

If your application is handwritten, missing the required payment, company key 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 for correction electronically 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.

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 to 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

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