
Before You Begin

Please consider applying online at 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 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 are a corporation with an Extra-Provincial Licence and ceases to carry on business within the province of Ontario or if the corporation has amalgamated in its governing jurisdiction, you must first file an Initial Return/Notice of Change by an EP Federal/Domestic/Foreign Corporation with Share Form 5285 to report the date the corporation ceased activity in Ontario before submitting this application for termination.

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

Information You Need

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

1. Corporation name, Ontario Corporation Number (OCN) 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.**
 4. Required statement. You must confirm the required statement.
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Completing the Form

Corporation Information

Please enter the current corporation name, OCN, company key and official email address of the corporation filing the application.

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

The corporation name must be the same as it appears on the ministry's records. This is the name that appears on the extra-provincial licence issued by the ministry to the corporation.

You must indicate the official email address on record with the ministry. The corporation's official email will be used to communicate with the corporation. 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 an [Initial Return/Notice of Change/Annual Return by an EP Foreign Corporation with Share - Form Number 5285](#) free of charge under the *Corporations Information Act* (CIA). You may include the CIA 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, and documents related to this application will be sent to the contact person's email address.

Termination Confirmation

The contact person must confirm that the corporation has ceased to carry on business in Ontario.

Authorization

The contact person must confirm that the form has been signed by the required person.

Signatures

This form must bear the signature of a director or officer of the corporation. Please indicate the full name and position of the individual (e.g., director, president, secretary) and ensure that the form is signed by the required person beside their name before mailing the form.

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 Government and Consumer Services
Central Production and Verification Services Branch
393 University Avenue, Suite 200
Toronto, Ontario M5G 2M2

Returned Application

If your application is handwritten, missing the 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 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.

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

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.

Note: If a licence has been terminated, the foreign corporation must apply for a new licence if it wishes to resume carrying on business in Ontario.

Questions

After reading these detailed instructions and the applicable Notice, if you still have questions, visit 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