

Before You Begin

Please consider applying online at Ontario.ca/BusinessRegistry because it is better, easier and faster. 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 (*).

To file an Initial Return or Notice of Change under the *Corporations Information Act* (CIA), the extra-provincial corporations listed below must complete this form:

- a corporation incorporated outside the province of Ontario
- a corporation incorporated federally, or
- a foreign non-profit corporation

Complete an Initial Return to obtain an Ontario Corporation Number (OCN). The Initial Return filing for these corporations serve as a registration in Ontario.

If you already filed an Initial Return and have obtained an OCN, file a Notice of Change to make any changes to the information previously reported with the ministry. For example, if there is a change in the corporation's name, governing jurisdiction, NAICS business activity code, registered or head office address, commenced or ceased activity in Ontario, chief officer or manager, and administrative information (e.g., official email address). A Notice of Change must be filed within 15 days after the change take place.

If you are a foreign corporation with extra-provincial licence, do not use this form. Instead, use an [Initial Return/Notice of Change/Annual Return by an EP Foreign Corporation with Share - Form Number 5285](#) to file a notice or return under the CIA. If you are an Ontario business corporation, use an [Initial Return/Notice of Change/Annual Return by an Ontario Corporation - Form Number 5284](#) to file a notice or return under the CIA.

For detailed information about an Annual Return application, please see the [applicable Notice](#) first. For detailed information about an Initial Return and Notice of Change application, please see the applicable Notice first.

Information You Need

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

If you are filing a notice of change, you require the information for items 5 to 14 only if this is new information or you are making changes to this information. If you are not changing the information for these items, leave the fields blank.

1. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
2. Incorporation/Amalgamation date.
3. Ontario Corporation Number (OCN), if this is for a Notice of Change.
4. [Company key](#), if this is for a Notice of Change. This is the 9-digit number provided by the ministry that establishes authority over the corporation.
5. Corporation name.
6. Governing jurisdiction.
7. Incorporating document and/or any amendments to it, issued by an official or public body of the governing jurisdiction. **Please attach this with your filing, if required.**
8. Commenced activity in Ontario.

9. Ceased activity in Ontario, if applicable.
10. [North American Industry Classification System \(NAICS\)](#) primary activity code.
11. Official email address for the corporation.
12. Registered or head office address.
13. Principal place of business in Ontario, if any.
14. Chief Officer or Manager in Ontario, if any.
15. Person certifying.

Completing the Form

Filing Type

Select whether this filing is for an Initial Return or Notice of Change.

Corporation Type

Select the corporation type from the drop-down list.

- Extra-Provincial Domestic Corporation with Share
- Extra-Provincial Domestic Corporation Non-Share
- Extra-Provincial Federal Corporation with Share
- Extra-Provincial Federal Corporation Non-Share
- Extra-Provincial Foreign Corporation Non-Share

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 filing.

Jurisdiction

If this is for an Initial Return, indicate your response to the question 'Has the corporation previously been registered in Ontario?' by selecting "Yes" or "No". If "Yes", enter the corporation name or OCN.

Indicate the governing jurisdiction where the corporation was formed.

Incorporation/Amalgamation Date

Indicate the date the corporation was incorporated; or if it was previously amalgamated, indicate the amalgamation date. Indicate whichever is the most current date.

Corporation Name

Indicate the name of the corporation as it appeared on the original incorporation document from the governing jurisdiction, or if there has been a name change, the name as it appears on the most recent document changing the name.

Commenced Activity in Ontario

If this filing is for an Initial Return or Notice of Change indicate when the corporation commenced activity in Ontario.

Ceased Activity in Ontario

If the corporation ceased to carry on business in Ontario, indicate the date the corporation ceased activity.

Primary Activity Code

If this filing is for an Initial Return or Notice of Change indicate the primary activity of the corporation. If you are not

sure if a primary activity code (NAICS code) was already provided, please complete this field or the form will be returned if this information is not in the Ministry's record.

Your primary activity indicates the business the corporation intends to carry on in Ontario. Please refer to the list of primary activities from the NAICS that best describes your primary activity and then indicate your primary activity code from the link in this form.

Official Email Address

If this filing is for an Initial Return, indicate the official email address of the corporation.

If this filing is for a Notice of Change and the official email address is being changed, indicate the new official email; otherwise, leave this blank.

Registered or Head Office Address

If this filing is for an Initial Return, indicate the registered or head office address of the corporation.

If this filing is for a Notice of Change and the registered or head office address is being changed, indicate the new registered or head office address; otherwise, leave this blank.

The address of the registered or head office of the corporation must be set out in full, including the street name, street or rural road number, municipality, province, country and the postal code or zip code. A post office box alone is not an acceptable address. If there is no street and number, indicate the lot and concession or lot and plan numbers.

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.

Principal Place of Business

If this filing is for an Initial Return, indicate the principal place of business of the corporation, if any.

If this filing is for a Notice of Change and the principal place of business address is being changed, indicate the new one; otherwise, leave this blank.

The address must be set out in full, including the street name, street or rural road number, municipality, province, country and the postal code. A post office box alone is not an acceptable address. If there is no street and number, indicate the lot and concession or lot and plan numbers. The principal place of business must be in Ontario.

Chief Officer or Manager in Ontario

Initial Return

If this filing is for an Initial Return, provide the information for the Chief Officer or Manager in Ontario, if any.

Notice of Change

Indicate your response to the question "Does the corporation have a chief officer or manager in Ontario?" by selecting "Yes" or "No". If "Yes", please provide the full name and address for service of the individual. If "No", and you had already provided a chief officer or manager, this individual will no longer be shown as chief officer or manager in Ontario.

Certification

Please indicate whether the person certifying is a director, officer or an individual who has been authorized by the directors of the corporation to verify the return or notice **and** who has knowledge of the affairs of the corporation.

If the person certifying is a director, indicate the full name.

If the person certifying is an officer, indicate the full name.

If the person certifying is an individual authorized by the directors, indicate the full name.

You must select the checkbox to confirm that this person has certified that this filing is true, correct and complete.

Submitting the Form

Once you have completed the form, print it, attach all supporting documents and mail it to the ministry at the address below:

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

Returned Application

If your application is handwritten, missing the company key, as applicable, 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 processed by the ministry. For more details, please refer to the applicable Notice.

Successful Application

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.

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.

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