

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 any of the information set out in your declaration changes, you must file a declaration of change within 15 days after the change under the *Limited Partnership Act* (LPA), **free of charge**. For example, you must file a declaration of change if the firm name, address of principal place of business, or any other information changes.

If the general partner is a corporation or partnership and there is a change in information regarding the general partner that has already been filed under this Act or another Act (e.g. *Business Corporations Act*), and the Registrar appointed under the *Business Names Act* has issued an official document showing the change, a declaration of change **does not** need to be filed. The ministry will update the information and a copy of the official document will be emailed to the official email address on file.

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

Information You Need

You may be asked to provide information that is currently on the public record maintained by the ministry. If you are not sure of the information currently on record for the partnership, you may wish to order a profile report or sign onto your ServiceOntario account to review the information currently shown.

Before completing this form, please make sure that you have the following information ready. Note: You require the information for items 4 to 9 only if you are making changes to any of this information. For items that you are not changing, leave the fields blank.

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.**
4. If the firm name is to be changed, the new firm name.
5. If the official email address is to be changed, the new official email address.
6. If the primary activity is to be changed, the new primary activity code.
7. If the address of the principal place of business is to be changed, the new principal place of business.
8. The number of general partners, name and address for service of general partners that will be added or name of general partners to be removed, and new address for service for existing general partners on record with the ministry, if that information is being changed.
9. If you are an extra-provincial partnership, and the power of attorney has changed, the new power of attorney information.

Completing the Form

Entity Type

Select whether you are an Ontario Limited Partnership or an Extra-Provincial Limited Partnership from the drop-down list of entity types.

Partnership Information

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

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

The **firm name** must be the same as it appear 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.

Note, if you are changing your official email address, indicate your new official email in Section 4 of this form.

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.

Proposed New Firm Name

If the partnership name is being changed, indicate the new name.

It is your responsibility to make sure your new firm name complies with the requirements of the LPA and the regulations. Please see the applicable Notice for the specific rules and restrictions on partnership names under the LPA. You may also need to obtain consent(s) to use the proposed firm name if required. If you register a name that is contrary to the LPA and the regulations, the name may be subject to compliance action and may result in a name change.

New Primary Activity

Your primary activity is the main activity being carried out under the firm name. If you are changing your primary activity, indicate in the 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 for the firm name, indicate the new official email address.

New Address of Principal Place of Business

If you are an Ontario limited partnership, and you are changing your principal place of business, enter your new principal place of business in Ontario.

If you are an extra-provincial limited partnership and if you are changing your principal place of business, select 'Yes' or 'No' to the question then enter the new principal place of business address.

Number of General Partners

You must enter the number of general partners. The partnership is required to have at least one general partner.

Add General Partner(s)

Indicate if the general partner to be added is an individual, corporation, or registered entity (any registration with a BIN) or an 'other' entity.

If the general partner to be added is an individual, set out the full name and address for service.

If the general partner to be added is a corporation or registered entity, set out its name and OCN or BIN, as applicable.

If the general partner to be added is an 'other' entity, set out the name of the entity and the address for service.

Edit Existing General Partner(s)

To update the address for service for an existing individual partner or an 'other' entity partner, you must use the edit option. In order to edit the information you must first set out the name of the general partner as shown in the public record and then provide the new address for service. If the information for the name of the partner does not match with the one on record, the application will be returned as deficient.

If the address for service of a partner that is a corporation is being changed, please file an [Initial Return/Notice of Change/Annual Return by an Ontario Corporation - Form Number 5284](#) if the registrant is an Ontario corporation. If the registrant is a Foreign corporation with share you must file an [Initial Return/Notice of Change/Annual Return by an EP Foreign Corporation with Share - Form Number 5285](#). If the registrant is a Federal, Domestic or Foreign non-share corporation you must file an [Initial Return/Notice of Change by an EP Federal/Domestic/Foreign Non-Share Corporation - Form Number 5286](#).

If the address for service of a partner that is a registered entity is being changed, please file an amendment under the *Business Names Act* or *Limited Partnerships Act*, as applicable.

Remove Existing Partners

Please ensure that the information you provide for the partner to be removed is correct.

Indicate if the general partner to be removed is an individual, corporation or registered entity or 'other' entity.

If the general partner to be removed is an individual, enter the full name.

If the general partner to be removed is a corporation or registered entity, enter its name and OCN or BIN, as applicable.

If the general partner to be removed is an 'other' entity, enter the name of the entity.

Power of Attorney

An **extra-provincial limited partnership** formed in a jurisdiction outside Canada that carries on business in Ontario must execute a power of attorney. Also, an extra-provincial limited partnership formed in a jurisdiction within Canada that carry on business in Ontario **but do not have a place of business in Ontario**, must execute a power of attorney.

The power of attorney must be executed to appoint a person resident in Ontario or a corporation having its head or registered office in Ontario to be the extra-provincial limited partnership's attorney and representative.

If your power of attorney has changed, check the box to confirm that you have a new executed power of attorney. The attorney and representative in Ontario shall keep the executed power of attorney available for inspection at the address set out in the declaration.

If the attorney and representative is an individual, set out the full name and address for service in Ontario.

If the attorney and representative is a corporation or registered entity (any registration with a BIN), set out its name and OCN or BIN, as applicable, and the address for service in Ontario and the full name and position of the person representing the corporation or registered entity.

If the attorney and representative is an 'other' entity, provide the name and address for service in Ontario of the entity and the full name and position of the person representing the 'other' entity.

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.

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 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. 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.

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.

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