

## 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 use a debit or credit card and being able to check the progress of your application online.

The registration of your business under *Business Names Act* (BNA) is effective for 5 years. To continue using the name, it must be renewed before the expiry date set out on the Certificate of Registration. The Ministry will issue email reminders prior to the renewal date.

The renewal must be made **prior** to the expiry date set out on the registration. The ministry allows for a grace period of 60 days. This means you can renew a registration within 60 days after it expires. After 60 days, to continue using the name, you must file a new registration and you will be assigned a new Business Identification Number (BIN).

This form can be used to renew registrations under the BNA.

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 renewing your registration, please see the [applicable Notice](#) first.

## Information You Need

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

### Business Name for a Corporation

1. Business name.
2. Business Identification number (BIN).
3. Registrant information: Corporation name, OCN, and official email address.
4. [Company Key](#) of the corporation. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
5. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
6. Person authorizing the renewal.
7. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

### Business Name for a General Partnership or Business Name for a Limited Partnership

1. Business name.
2. Business Identification number (BIN).
3. Registrant information: Firm name, BIN, and official email address.
4. [Company Key](#) of the firm name. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
5. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
6. Person authorizing the renewal.
7. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Business Name for a Sole Proprietorship

1. Business name.
2. Business Identification number (BIN).
3. Official email address.
4. [Company Key](#). This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
5. Full name of the Sole Proprietor
6. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
7. Person authorizing the renewal.
8. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Extra-Provincial Limited Liability Company Name

1. Company name.
2. Business Identification number (BIN) and official email address.
3. [Company Key](#) of the firm name. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
4. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
5. Person authorizing the renewal.
6. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Firm Name for an Extra-Provincial Limited Liability Partnership

1. Firm name.
2. Business Identification number (BIN) and official email address.
3. [Company Key](#) for the firms name. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
4. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
5. Person authorizing the renewal.
6. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Firm Name for a General Partnership

1. Firm name.
2. Business Identification number (BIN) and official email address.
3. [Company Key](#) of the firm name. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
4. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
5. Person authorizing the renewal.
6. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Firm Name for an Ontario Limited Liability Partnership

1. Firm name.
2. Business Identification number (BIN) and official email address.
3. [Company Key](#) for the firm's name. This is the 9-digit number provided by the ministry that establishes authority over the business name. For more information refer to company key.
4. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
5. Person authorizing the renewal.
6. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

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## Detailed Instructions on Completing the Form

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### Entity Type

You must select your entity type from the drop-down list.

- Business Name for a Corporation
- Business Name for a General Partnership
- Business Name for a Limited Partnership
- Business Name for a Sole Proprietorship
- Extra-Provincial Limited Liability Company Name
- Firm Name for an Extra-Provincial Limited Liability Partnership
- Firm Name for a General Partnership
- Firm Name for an Ontario Limited Liability Partnership

### Entity Information

#### Business Name for a Corporation

##### Business Name Information

Please enter the business name and BIN. The business name must be the same as it appears on the ministry's records.

##### Registrant Information

Please enter the corporation name, OCN, company key and official email address of the registrant corporation.

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

The corporation name must be the same as it appeared on the original certificate of incorporation document or, if there has been a name change, the name that appears on the most recent articles changing the name.

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

If the corporation's official email address has changed, you must notify the ministry by filing 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

## **Business Name for a General Partnership or Business Name for a Limited Partnership**

### **Business Name Information**

Please enter the business name and BIN. The business name must be the same as it appears on the ministry's records.

### **Registrant Information**

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

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

The partnership name must be the same as it appears on the ministry's records, if the registrant is a general partnership. If the registrant is a limited partnership and there has been a name change, the firm name must be the same as the name that appears on the most recent document changing the name.

You must indicate the official email address of the partnership 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 the registrant's official email address has changed, you must notify the ministry by filing an [Amend a Firm Name for a General Partnership - Form Number 5293](#), if the registrant is a general partnership, or a [File a Declaration of Change of a Limited Partnership - Form Number 5307](#), if the registrant is a limited partnership.

## **Business Name for a Sole Proprietorship**

### **Business Name Information**

Please enter the business name, BIN, and company key of the sole proprietorship filing the renewal.

The business 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 renewal.

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 the official email address as well as to the email of the contact person indicated in Section 2 of this form.

### **Registrant Information**

Enter the full name of the sole proprietor.

## **Extra-Provincial Limited Liability Company Name**

### **Company Name Information**

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

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 renewal.

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.

## **Firm Name for an Extra-Provincial Limited Liability Partnership**

### **Firm Name Information**

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

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

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

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.

## **Firm Name for a General Partnership**

### **Firm Name Information**

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

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

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

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 address of the contact person indicated in Section 2 of this form.

## **Firm Name for an Ontario Limited Liability Partnership**

### **Firm Name Information**

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

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

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

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.

## **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.

## **Renewal Confirmation**

The contact person must confirm the renewal of the business name or firm name.

## **Authorization**

The required person must authorize the renewal.

### **Business Name for a Corporation**

A director or officer of the corporation or a person acting under power of attorney must authorize the renewal of a registration of a business name for a corporation.

If the director or officer is authorizing the renewal, indicate the full name and position (e.g., director, president or secretary).

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Business Name for a General Partnership or Business Name for a Limited Partnership**

A partner or a person acting under power of attorney must authorize the renewal of a registration of a business name for a partnership.

Indicate if the partner authorizing the renewal is an individual, corporation or registered entity (any registration with a BIN), or an 'other' entity.

If the partner authorizing the renewal is an individual, set out their full name.

If the partner authorizing the renewal is a corporation or other registered entity, set out its name and OCN or BIN, as applicable, and its address for service. Also set out the full name and position of the person representing the corporation or registered entity.

If the partner authorizing the renewal 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.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Business Name for a Sole Proprietorship**

The sole proprietor or a person acting under power of attorney must authorize the renewal of a registration of a business name for a sole proprietorship.

If the sole proprietor is authorizing the renewal, indicate the full name.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Extra-Provincial Limited Liability Company Name**

A General Manager/Representative or a person acting under power of attorney must authorize the renewal of a registration of an extra-provincial limited liability company name.

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

If the General Manager/Representative authorizing the renewal 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 renewal 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.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Firm Name for an Extra-Provincial Limited Liability Partnership**

A partner or a person acting under power of attorney must authorize the renewal of a registration of a firm name for an Extra-Provincial Limited Liability Partnership.

Indicate if the partner authorizing the renewal is an individual or a professional corporation.

If the partner authorizing the renewal is an individual, set out their full name.

If the partner authorizing the renewal is the professional corporation, enter the name and OCN.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Firm Name for a General Partnership**

A partner or a person acting under power of attorney must authorize the renewal of a registration of a firm name for a general partnership.

If the partner authorizing the renewal is an individual, enter their full name.

If the partner authorizing the renewal is a corporation or registered entity, enter the name and OCN or BIN, as applicable. Also set out the full name and position of the person representing the corporation or registered entity.

If the partner authorizing the renewal is an 'other' entity, enter the name of the entity, and the full name and position of the individual representing the 'other' entity.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Firm Name for an Ontario Limited Liability Partnership**

A partner or a person acting under power of attorney must authorize the renewal of a registration of a firm name for an Ontario Limited Liability Partnership.

Indicate if the partner authorizing the renewal is an individual or a professional corporation.

If the partner authorizing the renewal is an individual, set out their full name.

If the partner authorizing the renewal is the professional corporation, enter the name and OCN.

If a person acting under power of attorney is authorizing the renewal, **please refer to person acting under power of attorney section.**

### **Person Acting under Power of Attorney**

If a person acting under power of attorney is authorizing the renewal, select if the person acting under power of attorney is 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 full 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 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 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. **No additional fee will be charged.**

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

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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