

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 was received, ability to use a debit or credit card 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 (*).

This form is used to restate articles of incorporation, as amended, (i.e., to consolidate all amendments and the original articles into one set of articles). Restated articles supersede the original articles and all of the amendments that have been made to them.

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.

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 access to the corporation. 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. Share structure and any restrictions on share transfers.
5. Any restrictions on the business of the corporation, or powers the corporation may exercise
6. Other provisions, if any.
7. Date of restated articles incorporation. You may choose a future date, up to 30 calendar days in the future.
8. Fee of \$150.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

Provisions Not Required to be Entered

You are not required to enter information such as the registered office address or director information because this information will already be current in the ministry records, based on the most recent filings by the corporation. If you wish to change this information, you may wish to do so before filing the restated articles by filing an [Initial Return/ Notice of Change/Annual Return by an Ontario Corporation - Form Number 5284](#) form under the *Corporations Information Act* (CIA).

Section Numbers

Note: The numbering of the sections in the form are for ease of reference only. It does not correspond to the numbering of the articles you will receive if your application is accepted.

Detailed Instructions on Completing the Form

Corporation Information

Please enter the current corporation name, the Ontario Corporation Number (OCN), company key and official email address of the Ontario business corporation filing the restated articles of incorporation.

We will need the company key to verify that you are authorized to file the restated articles of incorporation.

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

You must enter the corporation's official email address that is already on record with the ministry. The corporation's official email will be used to communicate with the corporation and must be kept current. All official documents or notices and correspondence to the corporation that is the subject of this filing will be sent to this email address. The documents related to this application will be sent to the official email address of the corporation as well as to the email of the contact person indicated in Section 2 of this form. This information will not appear in the public record and is collected for administrative purposes only.

If your 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](#) under the *Corporations Information Act* (CIA). For more information, see the applicable Notice. 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.

Shares and Provisions

Indicate in the box provided the Description of classes of shares; Rights, privileges, restrictions and conditions; Restriction on share transfers; Restriction on business or powers, and Other provisions. For more details, please refer to the applicable Notice. If you are not sure, seek legal advice.

Classes of Shares

Set out the classes and any maximum number of shares that the corporation is authorized to issue. This item must be completed.

Rights Attached to Classes of Shares

Set out the rights, privileges, restrictions and conditions (if any) attached to each class of shares and directors' authority with respect to any class of shares that may be issued in series. If there is only one class of shares, enter "Not Applicable".

Restrictions on Issue, Transfer or Ownership of Shares

Set these out, if any. If none, enter "none".

Restrictions on Business

Set out restrictions, if any, on the business the corporation may carry on or the powers that the corporation may exercise. If none, enter "none".

Other Provisions

Set out other provisions (if any). If none, enter "none".

Requested Date for Restated Articles of Incorporation

The requested date for restated articles of incorporation is the effective date that the restated articles take effect. You must select a preferred date; however, the earliest effective date will be the date the application is received in order by the ministry. You may choose a future date up to 30 calendar days later than the current date. Allow enough time for the application to be received through the mail.

Authorization

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

The contact person must also confirm that these restated articles of incorporation correctly set out, without any

change, the corresponding provisions of the articles of incorporation as amended and supersede the original articles of incorporation and any amendments made to them.

Signatures

The 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 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

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 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. **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 received by the ministry. You must select a preferred date; however, the earliest effective date will be the date the application acceptable for filing is received by the ministry. You may choose a future date up to 30 calendar days later than the current date. 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