

## Before You Begin

Congratulations on deciding to register your limited liability partnership (LLP) in Ontario!

An LLP is a partnership with special characteristics related to liability and may be formed only by professionals whose governing legislation permits LLP's to practice the profession. Currently in Ontario, only lawyers and persons who are licensed to provide legal services (paralegals), chartered accountants and general accountants may form an LLP.

Before you register your limited liability partnership, you can search the ministry's records of existing registrations at [Ontario.ca/BusinessRegistry](http://Ontario.ca/BusinessRegistry) to see if the name of your firm is already being used by another business and where that business is located. Please see the [applicable Notice](#) for more information.

While doing the search, you may consider applying online at [Ontario.ca/BusinessRegistry](http://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, option 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 (\*).

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. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
2. Proposed firm name.
3. North American Industry Classification System (NAICS) primary activity code. For more information on NAICS code visit [NAICS](#) link. For limited liability partnerships, only certain primary activities are permitted.
4. Official email address. **This will not be shown on the public record.**
5. Address of the principal place of business.
6. Number of partners and partner information (e.g., name, address for service, etc.).
7. Person authorizing the registration.
8. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

## Completing the Form

### Contact Information

Please enter the full name, telephone number and email address of the contact person. This information 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 Firm Name

It is your responsibility to make sure that your firm name is in accordance with the requirements of the *Business Names Act* (BNA) and the regulations. Please see the applicable Notice for specific rules and restrictions on

partnership names under the BNA. You may also need to obtain consent(s) to the use of the business or partnership name if required. If you register a name that is contrary to the BNA and the regulations, the name is subject to compliance action at any time that may result in cancellation.

The proposed firm name must contain: Limited Liability Partnership, LLP, or the equivalent French (Société à responsabilité limitée or s.r.l.).

### **Primary Activity**

Your primary activity is the main activity being carried out under the firm name. The NAICS activity code is a 2 to 6-digit number. For limited liability partnerships, only the following primary activities are allowed:

- 5411 – Legal Services (and all sub-levels e.g., 54110)
- 5412 – Accounting, Tax Preparation, Bookkeeping and Payroll Services (and all sub-levels e.g., 54120)

Please refer to the list of primary activities from the NAICS that best describes your primary activity and then set out in the form the primary activity code from the link that corresponds to any of the categories mentioned above.

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.

### **Official Email Address**

An official email address is required for administrative purposes and must be kept current. All official documents or notices and correspondence to the partnership that is the subject of this filing will be sent to this email address.

### **Address of Principal Place of Business**

Enter your principal place of business in Ontario. If you do not have one, enter your principal place of business outside Ontario.

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.

### **Partners**

You must enter the number of partners. A minimum of two partners is required. If the number of partners is more than 10, you may choose to provide information only for a designated partner **if** the principal place of business is in Ontario, **and**, the designated partner agrees to maintain the partnership records. If the partnership does not have a principal place of business in Ontario, the designated partner must maintain the required partnership records at the designated partner’s address for service in Ontario. Then check the appropriate box if you will submit information only for the designated partner or will submit the information for all partners.

The partner or designated partner could be an individual or professional corporation that is practicing the profession that is allowed.

If the partner or designated partner is an individual, set out the full name and address for service.

If the partner or designated partner is a professional corporation, set out the corporation name and OCN.

### **Authorization**

#### **Designated Partner Authorizing the Registration**

If a designated partner was entered, the designated partner must authorize the registration. The form will automatically pre-populate this information.

If no designated partner was entered, a partner or a person acting under power of attorney must authorize the registration.

#### **Partner Authorizing the Registration**

If the authorizer is a partner, select the name of the partner from the drop-down list. The form will automatically pre-populate this information.

## Person Acting Under Power of Attorney

If a person acting under power of attorney is authorizing the registration, 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 their 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 it, and mail it to the ministry at the address below with your exact payment.

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

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## Returned Application

If your application is handwritten, missing 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. **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

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

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