



OBR Filing Tip Sheet

Updated: December 2021

New Ministry Filing forms and instructions that comply with the new OBR regulatory framework are available for download at the [ecore Forms Library](#). Please read the information presented below for some helpful filing tips and turnaround times.

1. Company Key

In most cases, a company key is not required to proceed with your filing (see table below for further details). You can complete and submit your forms to us in electronic copy without a company key.

Please note that forms cannot be printed where a company key has not been entered. To print your forms, you can simply enter 9 zeros in the field. By including a placeholder company key in your forms there will be no implications for your filing.

2. Electronic Copies

To ensure the most timely and accurate filing of your documents we require that electronic copies be provided. When submitting an electronic copy, a signature is not required for filing however it is required that you retain a signed copy for your records.

3. Filling out Forms

Several fields within the forms provided have character limits which can prevent you from entering the full text required. If you are unable to fit your entire block or text into a field within the required form the text can be provided in a separate attached document. If providing text within a separate document, please indicate the following within the text field within the form: [SEE ATTACHED] and provide complete text in separate document.

As forms may be updated frequently and without notice it is recommended that you download the latest version of forms from our [Forms Library](#).

4. Printing your forms

All forms should be submitted to us electronic format and a signature is not required on the electronic copy submitted for filing (see section 2 above).

Forms can be saved, shared, and electronically signed without all mandatory fields being populated. If you must print your forms, please note that validations in the forms prevent them from being printed without mandatory fields being completed (such as Company Key). See section 1 above for tips on the mandatory Company Key field

5. Primary Activity Codes (NAICS)

If the form requires a Primary Activity (or NAICS) code and you are amending an existing entity which does not have an activity code on record with the Ministry, the code will be required. See directory [here](#).

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6. Ministry of Finance (MOF) consents

MOF approval is still required when filing dissolutions, continuances, and revivals. The consent letter previously provided by MOF is replaced by electronic consent that can take up to 30 days.

Effective October 19 consent is requested from the MOF directly by MGCS, in turn consent is provided directly to MGCS by MOF. Please see our [FAQ](#) for additional details.

7. Known Issues and Workarounds

Please note the following known issues related to filings:

- Form [5264E] Articles of Continuances: Sections 4 (Corporation Name), 6 (Address) and 7 (Directors) of the form do not save properly (data entered disappears upon saving). Please provide the details for these sections in the body of your email filing request.
- Form [5296E] Register an EP Limited Liability Company Name: Section 5 (Address for Service) allows for US/International address but addresses outside of Ontario are not permitted when filing via MGCS. The recommended workaround is to provide your firm address in place of an International or US address.
- Form [5261E] Articles of Amendment: Current Director information for many Corporations may be incorrect due to OBR data migration issues. As a result, it is recommended that the current and correct number of Directors are provided for filing of Articles of Amendment (details can be provided in the body of your email request).

8. Emailing Completed Forms for Filing + Turnaround Times

Please send completed forms and any attachments to filings@dyedurham.com.

Turnaround times listed below are from when the filing gets submitted to when it is returned to you. Your filing requests will be submitted to the Ministry within 1-3 business days.

SERVICE – Business Corporations Act	Dye & Durham	Email/Mail to MGCS
Incorporation, Amalgamation, Amendment Restated Articles, Winding up (1 st , 2 nd filing),	Same Day, Incorporation immediate through ecore	7 – 15 business days
Winding-up with court order, Dissolution, Continuation in Ontario, Authorization to Continue Out, Revival, Reorganization, Arrangement	2 Business Days	7 – 15 business days
Corrected Articles	2-3 weeks	4 – 6 weeks

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SERVICE – Not-for-Profit Corporations Act		
Incorporation	Same Day	7 – 15 business days
Amalgamation, Amendment Restated Articles, Dissolution, Continuation in Ontario, Authorization to Continue Out, Revival, Reorganization, Arrangement, Voluntary Winding up - Notice of Special Resolution, Voluntary Winding up - Notice of Holding Meeting, NFPCA - Court-Ordered Winding up - Liquidators Appointment, NFPCA - Court-Ordered Winding up - Dissolution Order	5 Business Days	7 – 15 business days
Corrected Articles	2-3 weeks	4 – 6 weeks
SERVICE – Extra Provincial Corporations Act		
Termination Extra-provincial license	Same Day	7 – 15 business days
Extra-provincial license, Amended Extra-provincial license	5 Business Days	7 – 15 business days
Corrected Extra-provincial license	2-3 weeks	4 – 6 weeks
SERVICE – Corporations Information Act		
Initial Return / Notice of Change (Ontario Corporation), Annual Return (Ontario Corporation), Annual Return (Extra-Provincial Corporation)	Immediate through ecore	7 – 15 business days
Initial Return (Extra-Provincial Corporation) / Notice of Change (Extra-Provincial Corporation)	2 Business Days	7 – 15 business days
SERVICE – Business Names Act – Sole Proprietorship, General Partnership and Business Name for Corporations, Partnership/Limited Partnership, Limited Liability Partnership, Extra-Provincial Limited Liability Partnership/Limited Liability Company		
New, Renewal, Amendment. Cancellation	Same Day	7 – 15 business days
SERVICE – Limited Partnership Act		
New Filing or Renewal	Same Day	7 – 15 business days
Late Renewal	Same Day	7 – 15 business days
Change	Same Day	7 – 15 business days
Dissolution	Same Day	7 – 15 business days
Withdrawal	Same Day	7 – 15 business days
SERVICE – Minister of Finance (MOF) Consent		
Dissolution, Authorization to Continue Out	2 Days	Up to 30 Days