
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, 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. Purposes and Provisions.
 5. Fee of \$130.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.
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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 in the ministry records, based on the most recent filings by the corporation. If you wish to change any information in the Ministry's record, 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](#) under the *Corporations Information Act* (CIA) or an amendment under the *Not-for-Profit Corporations Act, 2010* (NFPCA).

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

You must enter the corporation's official email address on record with the ministry. The corporation's official email address 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 address 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 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.

Purposes and Provisions

You must indicate if the corporation is a charity or intends to operate as a charity?

If Yes, the corporation is a charity or intends to operate as a charity:

Purposes

Set out the purposes of the corporation in the space provided. It is the corporation's responsibility to ensure that the application contains exclusively charitable purposes. For more information and sample purposes, visit [describing your activities section on the federal government website](#).

Special Provisions

Because the corporation indicated that it intends to operate as a charity, the required special provisions for charities will be included in the restated articles. If the corporation will restate any existing special provisions, enter them in the space provided.

If No, the corporation does not intend to operate as a charity:

Purposes

Set out the purposes of the corporation in the space provided. You may set out any non-profit purpose that is not unlawful as the first purpose.

Special Provisions

Because the corporation is operating as a non-profit, the required special provisions for non-charities will be included in the articles. If the corporation will restate any existing special provisions, enter them in the space provided.

For more details, please refer to the applicable Notice. If you are not sure, seek legal advice.

Date of Restated Articles of Incorporation

The effective date of the restated articles of incorporation is the date that the articles take effect. The earliest effective date will be the date the application is received in order by the ministry.

Authorization

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

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 signatures of two directors or officers of the corporation. Please indicate the full name and position of the individuals (e.g., director, chairman, 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 signatures, 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

Returned Applications

If your application is handwritten, missing the required payment, 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. **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. For details, please refer to 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 address provided and to the contact person specified, except for the company key, if applicable, which is sent only to the official email address.

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