

Before You Begin

Congratulations on deciding to apply for your licence to operate in Ontario!

A business corporation incorporated or continued under the laws of a jurisdiction outside of Canada ('foreign corporations') must obtain a licence under the *Extra-Provincial Corporations Act* (EPCA) if it wishes to operate in Ontario.

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 pay by 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 read the [applicable Notice](#) first.

Information You Need

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

1. Administrative information. This will not be shown on the public record.
 - Contact information (name, telephone number and email address)
 - Official email address for the corporation
2. Ontario Corporation Number (OCN), if any
3. Original date of incorporation/amalgamation.
4. Governing jurisdiction.
5. Certificate of status* issued by the government of the governing jurisdiction, and signed by an official of the governing jurisdiction authorized to do so, setting out:
 - the name of the corporation,
 - the date of incorporation or amalgamation,
 - the jurisdiction to which the corporation is subject,
 - that the corporation is a valid and subsisting corporation.

***Note:** If the governing jurisdiction does not issue a Certificate of Status, the corporation must provide a legal opinion from a lawyer authorized to practice in that jurisdiction. The legal opinion must set out all the above information and must be submitted together with the application.
6. Ontario Nuans name search report. Keep the report at the corporation's registered office, and you will be asked for the following:
 - The Nuans report reference number
 - The corporation name searched
 - The date of the report
7. North American Industry Classification System (NAICS) primary activity code. For more information on NAICS code visit [NAICS](#) link.
8. Registered or head office address. A post office box alone is not acceptable.

9. Principal place of business in Ontario, if available. A post office box alone is not acceptable.
10. Chief officer or manager in Ontario, if available.
11. Appointment of Agent for Service/Revised Appointment of Agent for Service. You must download the [Appointment of Agent for Service/ Revised Appointment of Agent for Service in Ontario - Form Number 5281](#), complete it, have it signed and mail it together with this application.
12. Required statements. You must confirm the required statements.
13. Date the corporation was authorized to make this application by a resolution.
14. Fee of \$330.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

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.

Completing the 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, and documents related to this application will be sent to the contact person's email address.

Corporation Information

Please indicate your response (Yes or No) to the question "Has the corporation previously been licenced in Ontario?"

If your response is "Yes", please provide the following:

- corporation name and OCN as it appears in the ministry's record.
- governing jurisdiction and the incorporation/amalgamation date as it appears on your certificate of status.

If your response is "No", please provide the governing jurisdiction and the incorporation/amalgamation date as it appears on your certificate of status.

Certificate of Status

Please attach a certificate of status with your application.

Corporation Name

A foreign corporation applying for an extra-provincial licence must use the name shown on the certificate of status from their governing jurisdiction. An Extra-Provincial Licence will not be issued to a foreign corporation with a name that is identical to a corporate name already in use in Ontario. For more information regarding applying for a licence, please read the applicable Notice.

Before you obtain an Ontario Nuans report that is required, you can do a free search in the ministry's records at Ontario.ca/BusinessRegistry to see if your name is being used by another corporation.

An Ontario Nuans report is required to verify that no other business exist in Ontario with the same name as the foreign corporation. The Nuans report cannot be dated more than 90 days prior to the submission of the application for licence. For example, application submitted on November 28 could be supported by a Nuans name search report dated as early as August 30, but not dated earlier. Allow enough time for the application to be received through the mail.

Your corporation name must be identical to the name searched in Nuans. Indicate in this form the Nuans name searched, the Nuans report reference number and the date the report was produced. You must keep the Nuans report at the corporation's registered office. Please do not send it with the form.

General Details

In this section, indicate the corporation's primary activity code and official email address.

Primary Activity

Your primary activity should indicate the business the corporation intends to carry on in Ontario. Please refer to the list of primary activities from the NAICS that best describes your primary activity and then indicate your primary activity code from the link in this form.

Official Email Address

The corporation's official email will be used to communicate with the corporation. 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 1 of this form. This information will not appear in the public record and is collected for administrative purposes only.

Registered or Head Office Address

The address of the registered or head office of the corporation must be set out in full, including the street name, street or rural route number, municipality, province, country and the postal code. A post office box alone is not an acceptable address. If there is no street and number, indicate the lot and concession or lot and plan numbers.

If the corporation has an international address and the "Region" field is not applicable, please enter 'Parish,' 'County' or any other equivalent information in the "Region" field. This also applies to any international address in the form.

Principal Place of Business in Ontario

Indicate your principal place of business in Ontario. The address must be set out in full, including the street name, street or rural route number, municipality, province, country and the postal code. A post office box alone is not an acceptable address. If there is no street and number, indicate the lot and concession or lot and plan numbers.

Chief Officer or Manager in Ontario

Select Yes if the corporation has appointed a chief officer or manager in Ontario then indicate the full name and address for service.

Agent for Service

Foreign business corporations must appoint an agent for service in Ontario. An agent for service must be an individual 18 years or older who is resident in Ontario, or a corporation other than the applicant with its registered head office in Ontario.

Download a copy of the approved form to appoint an agent for service using the link [Appointment of Agent for Service/Revised Appointment of Agent for Service in Ontario - Form Number 5281](#) and attach a copy of the signed form with your application.

An Appointment of Agent for Service/Revised Appointment of Agent for Service must be signed by the agent and a director or officer of the foreign corporation that is making the appointment. If the agent is an individual, the individual and a witness must sign; if the agent is a corporation a director or officer of that corporation and a witness must sign.

An Appointment of Agent for Service/Revised Appointment of Agent for Service must be signed by the agent and a director or officer of the foreign corporation that is making the appointment. If the agent is an individual, the individual and a witness must sign; if the agent is a corporation a director or officer of that corporation and a witness must sign.

Indicate in the form whether the agent for service is an individual or a corporation. If the agent for service is an individual, indicate the full name and address for service. If a corporation, indicate the name of the corporation and the OCN.

The foreign corporation must ensure the continuing appointment of an agent and if there are any changes to the information set out in the appointment of the agent for service, complete a new [Appointment of Agent for Service/Revised Appointment of Agent for Service in Ontario - Form Number 5281](#). File an [Initial Return/Notice of Change/Annual Return by an EP Foreign Corporation with Share - Form Number 5285](#) under the *Corporations Information*

Act (CIA) with the ministry to report a change in address or name of the Agent for Service. Be prepared to provide the completed and signed copy of the Appointment of Agent for Service form.

Required Statements

You must check the checkbox to confirm all the required statements.

Date of Resolution

Indicate the date of meeting when the directors of the corporation passed a resolution authorizing the corporation to make this application.

Authorization

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

Signatures

This 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, attach all supporting documents, include the exact payment and mail it to the ministry at the address below:

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

Returned Application

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 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. 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.

Questions

After reading these detailed instructions and the applicable Notice, if you still have questions, visit [Ontario.ca/BusinessRegistry](https://www.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