

## Before You Begin

Please consider applying online at [Ontario.ca/BusinessRegistry](https://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 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 (\*).

If there are changes to the primary activity, address of the principal place of business or partners of the firm, you must update your registration within 15 days after the change by filing an amendment **free of charge**. Please note that a change of your firm name or a complete change of partners requires a new business registration. This requires a fee.

If there is a change in the information set out in the registration that has already been filed under another Act (e.g. *Business Corporations Act*) and the Registrar appointed under the *Business Names Act* (BNA) has issued an official document showing the change, an amended registration **does not need to be filed**. The ministry will update the information and a copy of official document will be emailed to the official email address on file.

For detailed information about this application, please see the [applicable Notice](#) first.

## Information You Need

You may be asked to provide information that is currently on the public record maintained by the ministry. If you are not sure of the information currently on record for the partnership, you may wish to order a profile report or sign onto your ServiceOntario account to review the information currently shown.

Before completing this form, please make sure that you have the following information ready. Note: You require the information for items 4 to 7 only if you are making changes to any of this information. For items that you are not changing, leave the fields blank.

1. Firm name, Business Identification Number (BIN) and official email address.
2. Company key. This is the 9-digit number provided by the ministry that establishes authority over the firm name. 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. North American Industry Classification System (NAICS) primary activity code, if this is being changed. For more information on NAICS code visit [NAICS](#) link.
5. New official email address of the business, if this is being changed. **This will not be shown on the public record.**
6. New address of the principal place of business, if this is being changed.
7. The number of partners, name and address for service of partners that will be added or name of partners to be removed, and new address for service for existing partners on record with the ministry, if that information is being changed.
8. Person authorizing the amendment.

## Completing the Form

### Firm Name Information

Please enter the firm name, BIN, company key and official email address of the entity filing the amendment.

We will need the **company key** to verify that you are authorized to file this amendment.

The **firm name** must be the same as it appears on the ministry's records.

You must indicate the **official email address** that is already **on record** with the ministry. The official email will be used to communicate with the business. 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 2 of this 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. Documents related to this application will be sent to the contact person's email address.

### **New Primary Activity**

Your primary activity is the main activity being carried out under the firm name. If you are changing your primary activity, indicate in the form your new primary activity code. Please refer to the NAICS link and select the code that best describes the new main activity of your business.

The NAICS activity code is a 2 to 6 digit number. For limited liability partnerships, only the following 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 indicate in the form the primary activity code from the link that corresponds to any of the categories mentioned above.

### **New Official Email Address**

If you are changing the official email of the business, indicate the new official email address.

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

If you are changing the address of the principal place of business, you must provide the new address of the principal place of business in Ontario, if there is a place of business in Ontario. If there is **no** place of business in Ontario, you must provide the new address of the 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.

### **Number of Partners**

You must enter the number of partners.

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. Check the appropriate box if you will submit information only for the designated partner or will submit the information for all partners.

### **Add New Partner(s)**

Indicate if the partner or designated partner to be added is an individual or professional corporation. Only professional corporations practicing the allowable profession may be entered.

If the partner or designated partner to be added is an individual, enter the full name and address for service.

If the partner or designated partner to be added is a professional corporation, enter the corporation name and OCN.

### **Edit Partner(s)**

To update the address for service for an existing individual partner, you must use the edit option. In order to edit the information you must first set out the full name of the partner as shown in the public record and then provide the new address for service. If the information for the full name of the partner does not match with the one on record, the application will be returned as deficient.

If the address for service of a partner that is a professional corporation is being changed, please file an [Initial Return/Notice of Change/Annual Return by an Ontario Corporation - Form Number 5284](#) if the partner is an Ontario corporation. If the partner is a Foreign corporation with share you must file an [Initial Return/Notice of Change/Annual Return by an EP Foreign Corporation with Share - Form Number 5285](#). If the partner is a Federal, Domestic or Foreign non-share corporation you must file an [Initial Return/Notice of Change by an EP Federal/Domestic/Foreign Non-Share Corporation - Form Number 5286](#). Please see the *Corporations Information Act* (CIA) for more details.

### **Remove Existing Partner(s)**

**Please ensure that the information you provide for the partner to be removed is correct.**

Indicate if the partner to be removed is an individual or professional corporation.

If the partner to be removed is an individual, enter their full name.

If the partner to be removed is a professional corporation, enter the corporation name and OCN.

### **Authorization**

A partner or a person acting under power of attorney must authorize the amendment.

#### **Designated Partner Authorizing the Amendment**

If a designated partner was entered, the designated partner must authorize the amendment. 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 amendment.

#### **Partner Authorizing the Amendment**

Indicate if the partner authorizing the amendment is an individual or a professional corporation.

If the partner authorizing the amendment is an individual, enter their full name.

If the partner authorizing the amendment is the professional corporation, enter the name and OCN. Also set out the full name and position of the person representing the corporation.

#### **Person Acting Under Power of Attorney Authorizing the Amendment**

If a person acting under power of attorney is authorizing the amendment, 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, enter 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.

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

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If your application is handwritten, missing the 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.

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

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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

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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