

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 (*).

If the declaration is expiring and the limited partnership wishes to continue to carry on business, the declaration must be renewed. Please note that the renewal must be made prior to the expiry date set out on the declaration.

If your declaration has been expired for more than 5 years, you may have to file multiple renewals. For example, if a declaration has been expired for 10 years, you need to file 3 renewals to bring the declaration up to date. It is your responsibility to ensure that renewals are filed to keep the status of your limited partnership current.

While doing the search, you may 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, option to use a debit or credit card and being able to check the progress of your application online.

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. 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. Fee of \$210.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.

Completing the Form

Partnership Information

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

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

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 partnership. The documents related to this application will be sent to the official email address as well as to the email of the contact person indicated in Section 2 of this form.

If your official email address has changed, you must notify the ministry by filing a [File a Declaration of Change of a Limited Partnership - Form Number 5307](#) under the LPA. You may include the Declaration of Change 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. Documents related to

this application will be sent to the contact person's email address.

Renewal Confirmation

The contact person must confirm the renewal of the partnership.

Authorization

The contact person must confirm that the form has been signed by all the required person(s).

Signature

The form must bear the signature of at least one general partner or a person signing as attorney on behalf of the general partner.

Enter the full name of the individual, or the corporation name, or the entity name of the partner in column 1.

If the partner is a corporation and a director or officer is signing on behalf of the corporation, set out the full name of the director or officer and their position in the second column.

If the partner is a partnership, set out the full name and position of the partner signing on behalf of the partnership. You may enter 'partner' as the position in the second column.

If the partner is an 'other' entity, set out the full name and position of the person signing on behalf of the entity in the second column.

If an attorney is signing on behalf of the partner, set out the full name of the attorney and indicate 'attorney' as the position in the second column.

Click the "Add Partner" button if more than one general partner is signing the form.

Please ensure that the form is signed by all required person(s) in the third column before mailing the form.

Submitting the Form

Once you have completed the form, print it, obtain the appropriate signature, 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 Application

If your application is handwritten, missing the company key, 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 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 processed by the ministry. For details, please see 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 provided and to the contact person specified, except for the company key, if applicable, which is sent only to the official email.

Declaration Expiry/Renewal

The declaration expires 5 years after the date set out on the Declaration, unless it is cancelled. If the limited partnership continues to carry on business, the declaration must be renewed prior to the expiry date.

The ministry will issue email reminders prior to the renewal date.

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