

INSTRUCTIONS
It is important to read these notes before completing the attached form.

Print all information clearly in CAPITAL LETTERS using black ink.

It is the responsibility of the applicant(s) to ensure that information submitted under the *Business Names Act* is accurate and complete. It is an offence under section 10 of the Act if a person, without reasonable cause, submits a statement in an application for a registration under this Act that is false or misleading with respect to any material fact. On conviction, a person guilty of an offence is liable to a fine of not more than \$2,000 or, if the person is a corporation, to a fine of not more than \$25,000. If a corporation is guilty of an offence, every director or officer of the corporation and every person acting as its representative in Ontario who authorized, permitted or acquiesced in such an offence is also guilty of an offence and on conviction is liable to a fine of not more than \$2,000.

Complete all sections of the form. Incomplete forms will be returned.

Fees:

- there is a fee payable for new registrations and renewals;
- fees may be paid in cash, money order or cheque;
- payable to the **Ontario Minister of Finance**;
- do not send cash in the mail;
- a handling fee will be charged for a non-negotiable cheque.

Please forward both copies of the enclosed form to the Ministry of Government Services. The Client copy will no longer be certified consistent with Ontario Regulation 175 / 94 Section 4. The Client copy will be **returned**, with a validation in the bottom right-hand corner.

Return completed forms to:

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

Please do not separate the form.

Refer to these notes while completing form.
1. Registration Type - Check the appropriate box:
New (Fee payable)

- a new registration is the first filing of the business name;
- a change of business name/identification name is considered a new registration.

Renewal (Fee payable)

- a registration expires in five years and must be renewed.

Amendment (No fee payable)

- an amendment should be filed whenever there is a change in address, activity or corporation name.

Cancellation (No fee payable)

- a cancellation should be submitted if you stop using the business name.

BIN

For renewal, amendment or cancellation, enter "Business Identification No." (BIN).

2. Business or Identification Name - Please print the business name. This is the name you are registering. The business name must be set out in Block Capital Letters in the squares provided and must commence on the first line of the 'grid' in the first square. Each square of the grid represents a letter of the alphabet, a punctuation mark, or a space. If there is not sufficient space on the grid for the name, please use additional form(s). Please complete all items on additional form(s) and note the number of each additional page in the top right-hand corner of each form.
3. Mailing Address of Registrant - Include street number, name, municipality and postal code. Your copy of the registration will be mailed to this address.
4. Business Address (Address of Principal Place of Business) in Ontario - Include street number, name, municipality and postal code.

A post office box is not acceptable in a business address. If there is more than one place of business, select one as the principal place. Where the business address is outside Ontario, set out the words "Not Applicable" in item 4. If this is the case, please ensure that Item 3, the mailing address, includes the street address of the principal place of business outside of Ontario, as a post office box is not acceptable.

5. Activity - Include a brief description of the activity being performed.
6. Corporation Name - the name of the corporation that is registering the business name.
7. Ontario Corporation Number - the number assigned to the corporation named in item 6.
8. Jurisdiction - the name of the jurisdiction in which the corporation was incorporated. Please do not use abbreviations.
9. Address of the Head or Registered Office of the corporation - include the number, street, municipality and postal code of the head or registered office address. **A post office box is not acceptable.**
10. Print the name of the person authorizing the registration, (either an officer, or a director, or a person acting under a power of attorney).

Additional Information: If the person authorizing the registration is not an individual e.g. corporation, trust, syndicate set out the name in "Additional Information" and do not complete the boxes for the last, first and middle names.

