

Registration under the Business Names Act – Sole Proprietorship/ Partnership

Instructions:

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

Print all information clearly in CAPITAL LETTERS using black ink.
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 of \$35 will be charged for a non-negotiable cheque

Please forward both copies of the enclosed form to the Ministry of Consumer and Commercial Relations. The Client's copy will no longer be certified consistent with Ontario Regulation 175/ 94 Section 4. The Client's copy will be **returned** with a validation in the bottom right hand corner.

Please return completed forms to:

**Ministry of Consumer and Commercial Relations
Companies Branch
393 University Avenue, Suite 200
Toronto, Ontario M5G 2M2**

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, sole proprietor, or a complete change of partners, 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 or change of activity

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) if previously issued.

2. **Business 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** – include street number, name municipality and postal code. Your copy of the registration will be mailed to this address.

4. **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. **Type of Registrant** – Check the appropriate box. If you are registering a partnership with more than 10 partners, you may set out the name and address of a designated partner(s), and check the box marked "More than 10 Partners". Information on all partners carrying on business in Ontario must be kept and made available to the public at the partnership business address.

7/8. **Registrant Information** – include the full name and residential address or address for service of the sole proprietor, each partner, or designated partner(s). A post office box is not acceptable. For partnerships with more than two partners, please fill out and attach another form(s) with the additional names and addresses.

Additional Information: If registrant is **not** an individual, enter the name of the business or corporation in "Additional Information." Also enter the address of the business or corporation in Item 8. If registrant is a corporation, enter the corporation number in the space titled "Ont. Corporation No."

9. Print the name of the person authorizing this registration, (either a sole proprietor, or a partner, 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.

