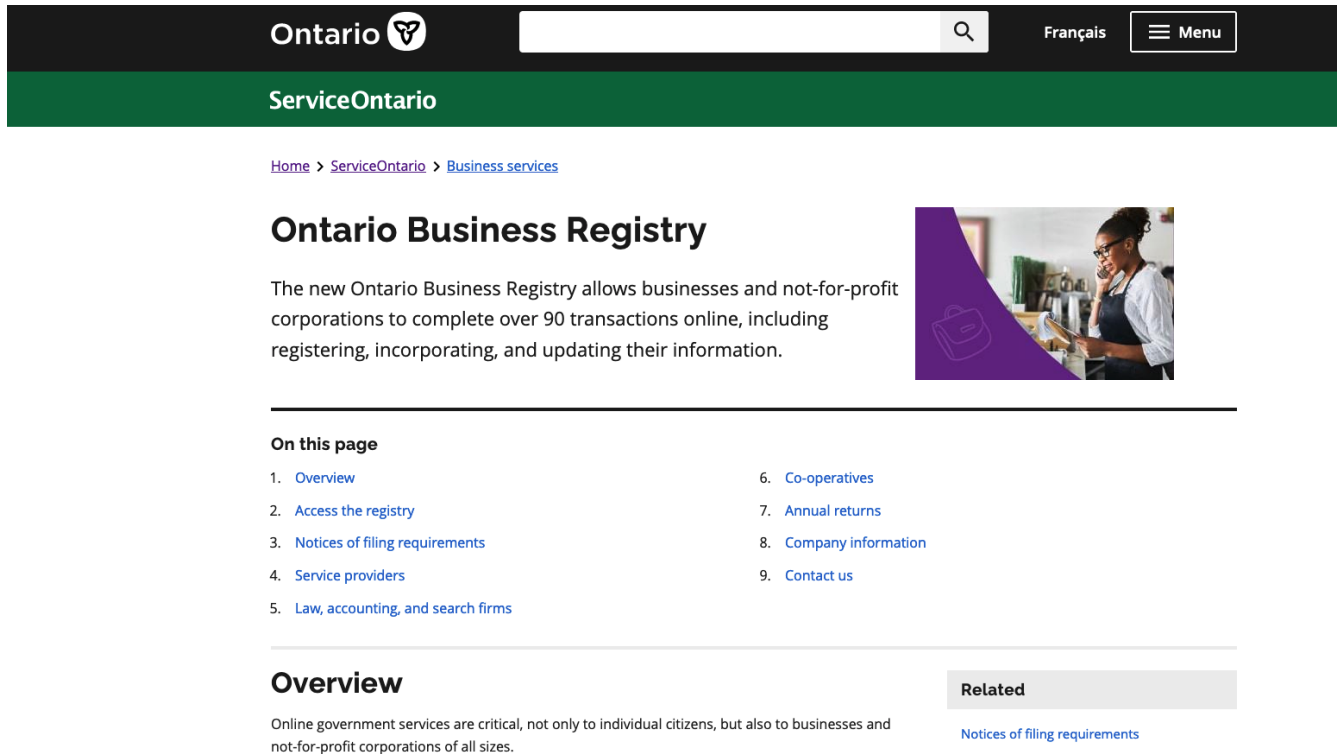


ONTARIO BUSINESS REGISTRY INSTRUCTIONS FOR NOT-FOR-PROFITS

As part of the new Ontario Not-for-Profit Corporations Act, on October 19, 2021 The Province of Ontario launched the **Ontario Business Registry** for not-for-profit corporations to register, file annual returns, and update their information online. All not-for-profit organizations **must** register their organization here: <https://www.ontario.ca/page/ontario-business-registry> to keep their corporation status in good standing.



The screenshot shows the Ontario Business Registry page on the ServiceOntario website. The header includes the Ontario logo, a search bar, and links for 'Français' and 'Menu'. The main heading is 'Ontario Business Registry', followed by a description: 'The new Ontario Business Registry allows businesses and not-for-profit corporations to complete over 90 transactions online, including registering, incorporating, and updating their information.' To the right is an image of a woman talking on a phone. Below the heading is a list of links 'On this page' with 9 items: Overview, Access the registry, Notices of filing requirements, Service providers, Law, accounting, and search firms, Co-operatives, Annual returns, Company information, and Contact us. At the bottom left is an 'Overview' section with a brief description of online government services. At the bottom right is a 'Related' section with a link to 'Notices of filing requirements'.

Ontario 

ServiceOntario

[Home](#) > [ServiceOntario](#) > [Business services](#)

Ontario Business Registry

The new Ontario Business Registry allows businesses and not-for-profit corporations to complete over 90 transactions online, including registering, incorporating, and updating their information.

On this page

1. [Overview](#)
2. [Access the registry](#)
3. [Notices of filing requirements](#)
4. [Service providers](#)
5. [Law, accounting, and search firms](#)
6. [Co-operatives](#)
7. [Annual returns](#)
8. [Company information](#)
9. [Contact us](#)

Overview

Online government services are critical, not only to individual citizens, but also to businesses and not-for-profit corporations of all sizes.

Related

[Notices of filing requirements](#)

The following guide was created by staff of The Ontario Historical Society for its membership, and is our interpretation of the Ontario Business Registry process. ServiceOntario does provide their own official instructions for setting up your Ontario Business Registry profile here:

<https://www.ontario.ca/page/setting-your-ontario-business-registry-profile>

The steps for registering your not-for-profit organization and updating your information online are as follows:

TABLE OF CONTENTS

- [Step One: Company Key](#)
- [Step Two: Sign up with My Ontario Account](#)
- [Step Three: Review Your Ontario Business Registry Account](#)
- [Step Four: File a Notice of Change](#)

STEP ONE: COMPANY KEY

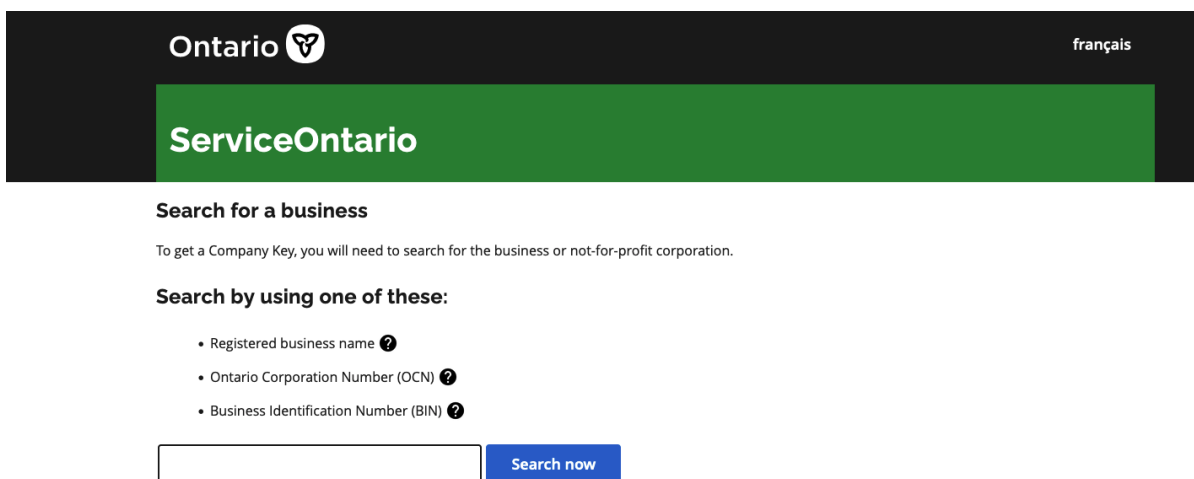
Once you have clicked on <https://www.ontario.ca/page/ontario-business-registry>, scroll down the page until you find the step-by-step instructions for registering your not-for-profit with the Ontario Business Registry. The first step is to request a company key from the province.

1. Get a company key

In order to access the Ontario Business Registry, you must get a company key.

[Get your company key](#)

Under the 1. Get a company key heading, click the blue button labeled Get your company key, which will take you to a ServiceOntario search page.



The screenshot shows the ServiceOntario website interface. At the top, there is a dark header with the Ontario logo and a 'français' link. Below this is a green banner with the 'ServiceOntario' logo. The main content area is white and titled 'Search for a business'. It includes a sub-header 'To get a Company Key, you will need to search for the business or not-for-profit corporation.' and a section 'Search by using one of these:' with three bullet points: 'Registered business name', 'Ontario Corporation Number (OCN)', and 'Business Identification Number (BIN)'. Each bullet point has a help icon. Below the list is a search input field and a blue 'Search now' button.

Type the full name or your organization, or your Ontario Corporation Number* in the search bar and press the blue button labeled Search now.

*If you do not know your Ontario Corporation Number and you are an affiliate member of the Ontario Historical Society, you can find it by logging into your membership profile at <https://ontariohistoricalsociety.ca/member-dashboard/>

ServiceOntario

Search for a business

To get a Company Key, you will need to search for the business or not-for-profit corporation.

Search by using one of these:

Registered business name ?

Ontario Corporation Number (OCN) ?

Business Identification Number (BIN) ?

The Ontario Historical Society

Search now

Results

Page size

10

Select a business to continue.

Displaying 1 - 10 of 200 results

← Prev

1

-

2

-

3

-

4

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5

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6

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7

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10

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20

Next →

Corporations

THE ONTARIO HISTORICAL SOCIETY (16119)

Willowdale, ON, CA

Status: Active

Registered date:

April 01, 1899

Business type:

Not-For-Profit Corporation

The website will then show you the results of your search. There will likely be more than one result showing, but simply scroll down the page until you see your organization's name, followed by its Ontario Corporation Number in brackets. Confirm it is your organization and then click on the name.

On the next page you will see your organization's public profile on ServiceOntario. Confirm once again that the listing is for your organization and that the Company Information they have is correct.

3

ServiceOntario

Company information

Corporation name	THE ONTARIO HISTORICAL SOCIETY
Ontario Corporation Number	16119
Incorporation date	April 01, 1899
Type	Not-For-Profit Corporation
Status	Active
Governing jurisdiction	CA - Ontario
Registered or head office address	Willowdale, ON, CA

Please enter the postal code associated with the registered or head office address. Your Company Key will be mailed to the registered or head office address on file.

If you do not have access to the registered or head office address, you can also use [additional questions](#) to request your Company Key by email.

Registered or head office address postal code (required)

Please enter your contact information in case there is an issue with your request. This information is solely intended for the purposes of Company Key requests, and will not be used to update your company's information on the Ontario Business Registry.

First name (required)

Last name (required)

Telephone (required)

Email (required)

Confirm email (required)

[Back to search](#)[Submit](#)

If the information is correct, go ahead and fill out the **Registered or head office address postal code** and **Contact information** form and click the blue button labelled Submit. If you believe the registered or head office address is incorrect, please click the link labelled **additional questions** and fill in the information asked as seen below.

ServiceOntario

Company information

Corporation name SAMPLE HISTORICAL SOCIETY
Ontario Corporation Number
Incorporation date
Type
Status
Governing jurisdiction
Registered or head office address

Please enter the information below to get your Company Key. This information is solely intended for the purposes of Company Key requests, and will not be used to update your company's information on the Ontario Business Registry.

First name (required)

Last name (required)

Telephone (required)

Email (required)

Confirm email (required)

Your legal affiliation to SAMPLE HISTORICAL SOCIETY (required)

Questions about the last document filed for SAMPLE HISTORICAL SOCIETY

What was the last document filed with the ministry on behalf of SAMPLE HISTORICAL SOCIETY? (required)

Who filed the **last document** on behalf of SAMPLE HISTORICAL SOCIETY? (required)

This can be an individual or an intermediary such as a legal professional, a Professional Chartered Accountant, or members of the Ontario Association of Professional Searchers of records that was hired to perform transactions on behalf of SAMPLE HISTORICAL SOCIETY.

When was the **last document** filed? (required)

☐ I accept the [access agreement terms and conditions](#). (required)

☐ I, [\[Enter your name above\]](#), do hereby request the Company Key for SAMPLE HISTORICAL SOCIETY to be emailed to [\[Enter an email address above\]](#). I confirm that my relationship to SAMPLE HISTORICAL SOCIETY is [\[Select a relationship, above\]](#), and I confirm the accuracy of the information above. (required)

[Back to search](#)

[Submit](#)

If you are still unable to fill out the information above to get access to your organization's Company Key, please call ServiceOntario at 1-800-361-3223 or TTY toll free at 1-800-268-7095. You may be required to use a third party service to correct your Registered or head address and official email, which will require paying a fee.

The Province will now send a **Company Key** by email to your registered account email, or by mail to your registered head office. This may take a week or two, but be patient, as you cannot proceed to the next step until you have received your Key.

STEP TWO: SIGN UP WITH MY ONTARIO ACCOUNT

After a few weeks you should receive a Company Key similar to the one below.

Ontario 

Ministry of Government and
Consumer Services
Ministère des Services gouvernementaux et
des Services aux consommateurs

Company Key Information / Renseignements importants de l'entreprise

THE ONTARIO HISTORICAL SOCIETY
34 PARKVIEW AVENUE, WILLOWDALE, ON, CA,
M2N 3Y2

<small>Ontario Corporation Number/Business Identification Number / Numéro de société de l'Ontario (NSO)/Numéro d'identification d'entreprise (NIE):</small>	16119
<small>Company Key / Votre clé d'entreprise :</small>	
<small>Requested Date / Date de la demande :</small>	Nov 11, 2021

Dear Sir/Madame:

We recently received a request for your entity's Company Key, which is linked to your Ontario Business Registry records. Your new Company Key (mentioned above) is required to claim authority and gain access to your records.

Please be reminded that your Company Key is a sequence of numbers or characters that works like a bank personal identification number (PIN). Your key is used when you log into the business registration system to give you the authority to make changes to the information on record with the Ministry.

The key is confidential: the key-holder is responsible for its use. It should only be shared with trusted people like a service provider, lawyer or accountant to make filings on behalf of the corporation or other entity.

If the key is lost, stolen or misused, the key-holder must notify the Ministry as soon as they become aware. The corporation or other entity is responsible and liable for all filings authorized using the key. Unauthorized use of the key or delegated authority may result in access to the electronic system being suspended. Further information about the Company Key can be found on [Ontario.ca/BusinessRegistry](https://www.ontario.ca/BusinessRegistry)

Thank you.

Once you have your Company Key in front of you, return to <https://www.ontario.ca/page/ontario-business-registry> and scroll down the page until you reach the section titled 2. Log in to My Ontario Account.

Step 2. Log in to My Ontario Account

Once you have your company key, you can sign in with your My Ontario Account and create a ServiceOntario Account.

If you currently access your ServiceOntario Account using ONE-Key, you will need to migrate your account over to a My Ontario Account by following these steps:

- Create a My Ontario Account and select “**yes**” when prompted about migration.
- Once you create a My Ontario Account, you will be able to access your existing ServiceOntario Account to access the OBR.

Log in or create a My Ontario Account

Click on the blue button labeled Log in or create a My Ontario Account

ServiceOntario

Français

My Ontario Account | Log in

ServiceOntario Account

ONE-Key is no longer available for access. If you previously logged into your ServiceOntario Account using ONE-Key, you will need to migrate your account over to My Ontario Account by creating or using an existing My Ontario Account and selecting “yes” when prompted about migration.

If you do not have a previous ONE-Key account, you can create a new My Ontario Account to access ServiceOntario Account services.

For more help setting up your account, please refer to the [My Ontario Account help guide](#).

Create/Sign into My Ontario Account

[Privacy](#)

[Accessibility](#)

[Contact us](#)

[Terms of use](#)

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On the next page, log in to ServiceOntario with your My Ontario Account ID name and password*, or click **Sign up now!** to set one up. Instructions on how to create a My Ontario Account can also be found: [HERE](#).

*If you receive any grants or funding from the Ontario Government, such as the annual Heritage Organization Development Grant (HODG), then your organization would have had to create a My Ontario Account in 2023. Please doublecheck with other directors in your organization if you are not sure whether you already have a My Ontario Account.

Once you have logged in with your My Ontario Account, you will again be prompted to search for your organization's name. Type the name or Ontario Corporation Number in the search bar, and click on the name when you find its listing.

Type the Company Key number you received into the form and click submit. Your organization's Ontario Business Registry account will now be linked to your My Ontario Account, and you will be able to log in and review your corporate information.

STEP THREE: REVIEW YOUR ONTARIO BUSINESS REGISTRY ACCOUNT

Now that your organization's Ontario Business Registry profile is linked to your My Ontario Account log in, you and others in your organization will have access to reviewing and updating both the public and private corporate information that the Ontario Government needs to ensure your not-for-profit remains in good standing. Make sure you save the information about where to log in and what your My Ontario Account log in email and password is, and share it with others in your organization who will also need access to your Ontario Business Registry profile.

Log in to your Ontario Business Registry by clicking this [LINK](#) and sign in with your My Ontario Account.

Ontario

Français

Ontario

Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email

The email address you registered with

Please enter an email

Password

Please enter a password

☐ Remember me

Sign In

You will be taken to your ServiceOntario Account homepage. Under Enrolled services you should see a link for **Ontario business registry – [Your Organization’s Name]**. Click that link which will then open the Ontario Business Registry. The main page of your Ontario Business Registry should look like the example below:

The screenshot shows the Ontario Business Registry interface. At the top, there's the Ontario logo and a language selector (Français). Below that, a dark green header contains 'Services' and 'Noticeboard' tabs. The main content area is titled 'THE ONTARIO HISTORICAL SOCIETY (16119) [Not-for-Profit Corporation]' and 'View Corporation'. It features a navigation bar with links: 'Request Search Products', 'Make Changes', 'Business Names', and 'Manage Access'. Below this is a sub-navigation bar with tabs: 'General Details' (selected), 'Address', 'Director(s)', 'Officer(s)', 'Purposes & Provisions', 'Incorporator(s)', and 'Filings'. The 'General Details' section lists the following information:

Corporation Name	THE ONTARIO HISTORICAL SOCIETY
Ontario Corporation Number (OCN)	16119
Business Number (BN)	108091000RC0001
Incorporation Date	April 01, 1899
Type	Not-for-Profit Corporation
Status	Active - Incorporated
Governing Jurisdiction	Canada - Ontario
Primary Activity Code	712120
Primary Activity	Historic & heritage sites
Official Email	ohs@ontariohistoricalsociety.ca

Below the table, a note states: 'The information shown above sets out the most recent information filed on or after June 27, 1992, and recorded in the Ontario Business Information System.' At the bottom left, there is an 'Exit' link.

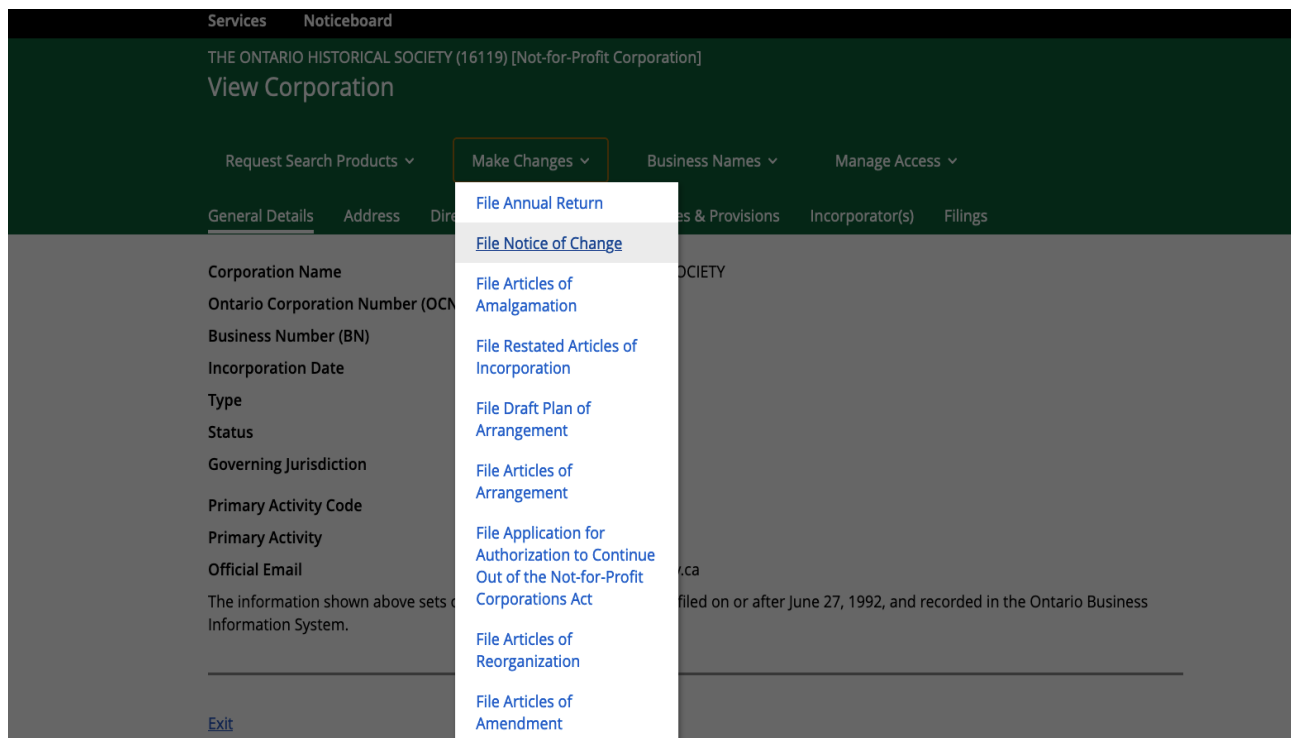
Review the information that the Ontario Government currently has listed as up-to-date for your organization by clicking through each subheading:

- General Details
- Address
- Director(s)
- Officer(s)
- Purposes & Provisions
- Incorporator(s)

There will likely be mistakes or older information that appears in your profile, as a result of the Government switching from the file system to the online Ontario Business Registry. It could also be that your organization had not filed a Notice of Change in recent years.

STEP FOUR: FILE A NOTICE OF CHANGE

Once you have reviewed the current information the Ontario Business Registry has listed for your organization, you can file a Notice of Change to update it with the correct information. It is especially important that the information listing the Directors and Officers of your Board of Directors is kept current and up to date. Going forward, whenever you have a change to your Board of Directors, you will have to update that information through the Ontario Business Registry.



Click on the heading **Make Changes** and then on the drop down menu click **File Notice of Change**.

Accept the terms and conditions and fill in your personal contact information and press continue.

You will see five headings you should go through in order:

- General Details
- Address
- Directors
- Officers
- Certification

THE ONTARIO HISTORICAL SOCIETY (16119) [Not-for-Profit Corporation]

Notice of Change for an Ontario Corporation

[General Details](#)[Address](#)[Directors](#)[Officers](#)[Certification](#)

General Details

Primary Activity Code

712120

[Change](#)

Primary Activity

Historic & heritage sites

Official Email *

Confirm Official Email *

Provide an email address that is current and where the corporation or entity will receive official documents and notices. The email address will not be available to the public.

The official email address of the corporation or other entity is different from the email address of the contact person provided at the beginning of the transaction.

All official documents or notices and correspondence to the corporation or entity will be sent to this email address.

The contact person will receive official documents or notices and correspondence related only to this filing.

The first change you will notice from the older Form 1 Notice of Change form is that under General Details you will have to pick a Primary Activity Code from the [NAICS](#) index for your organization. The code for Historic & heritage sites is 712120.

When have finished filling in the new information—or the information listed is already correct—click on the next heading. Pay particular attention to the instructions on how to edit or add new directors when you click that heading:

Choose Add a Director to report the date on which a new individual became a director.

Choose Edit to report a change in an existing director information. Please note that the change will be shown as of the date of filing and cannot be retroactive.

Choose Cease Director when reporting the date that a director stopped holding the position.

Choose Remove Director when an individual has mistakenly been reported more than once, or when an individual has mistakenly been reported as a director. This remove function cannot be reversed. To report the date that a director stopped holding a position, use Cease instead.

The next major change you will find is under the Officers heading. Previously, the required officers you needed under the Ontario Corporation Act were **President**, Secretary, and Treasurer. Now the required officers are **Chair** (or Chairman/woman/person), Secretary, and Treasurer. If

you have a President and no Chair on your board, fill in the president's information and select Chair as their position. If you have both a Chair and President, fill in their information as usual.

Add Me as an Officer

Full Name

First Name *

Middle Name(s)

Last Name *

Position *

Chair

Email Address

someone@example.com

Address for Service *

☒ Canadian Address

☐ US Address

☐ International Address

Find the address using a postal code...

Find Address

[Enter address manually](#)

Appointed Date *

MONTH DD, YYYY

Done

Cancel

When you have finished updating the information under General Details, Address, Directors, and Officers, click on the Certification heading to finalize and submit your Notice of Change.

General Details ✓ Address ✓ Directors ✓ Officers ✓ Certification ⚠

Certification

⚠ Select from Directors or Officers must be selected.
The individual named above has certified that all information set out in this filing is true, correct and complete must be selected.

Certifying *

☒ Director or Officer

☐ An individual who has been authorized by the directors of the corporation to verify the return or notice and who has knowledge of the affairs of the corporation.

⚠ Select from Directors or Officers *

Select from Directors or Officers must be selected.

-- Please Select --

☐ The individual named above has certified that all information set out in this filing is true, correct and complete ⚠ *

The individual named above has certified that all information set out in this filing is true, correct and complete must be selected.

Note: Sections 13 and 14 of the Ontario Corporations Information Act provides penalties for contravening the Act, including making false or misleading statement or omissions.

Submit

[Save for later](#)

12

Select if you (e.g. the person filling in the Change) are a Director or Officer of the organization, or if you are a staff member or other associate, select ***An individual who has been authorized by the directors of the corporation to verify the return or notice and who has knowledge of the affairs of the corporation*** and fill in your contact information.

Lastly click the checkbox to certify the Notice of Change and click submit at the bottom of the page.

You have now Filed your Notice of Change through the Ontario Business Registry.

This document Last Updated June 2024.