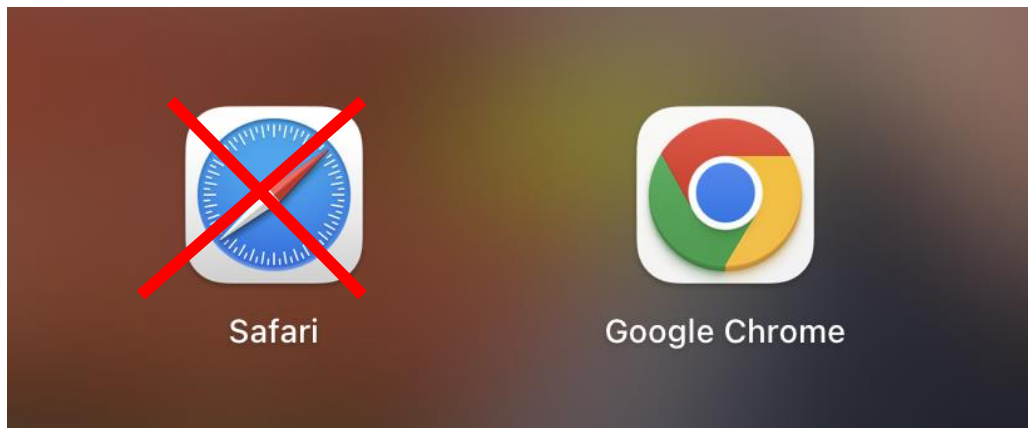
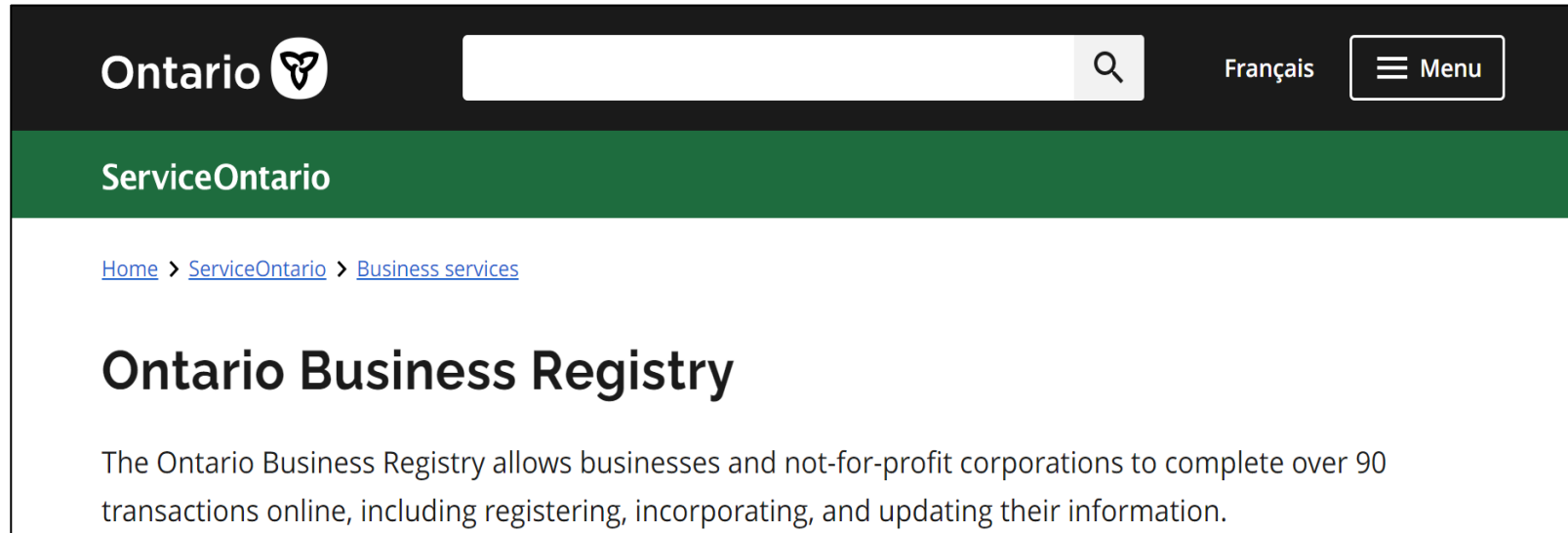




Ontario Business Registry How-To Guide

Ontario Business Registry



- To access the Ontario Business Registry homepage, use Google Chrome.
- <https://www.ontario.ca/page/ontario-business-registry>

Getting Ready

If you do not have a company key, click ‘Get your company key’.

Once you have a company key, click ‘Login to One-Key’.

Access your existing corporation or other entity

If your corporation or other entity was registered or incorporated before the launch of the Ontario Business Registry on October 19th, the information has been migrated from the old system and it has a profile in the registry.

To access a corporation or other entity profile, [make filing under business statutes you will need its company key](#). A company key is similar to the Personal Identification Number (PIN) you use at the bank or to access other online accounts or services.

Step 1. Get your company key

You must get a [company key](#) in order to access the Ontario Business Registry. A business **that does not have an official email address on file** in their Ontario Business Registry profile will receive the company key from the registered or head office address or principal place of business address on record via regular mail.

A business **with an official email address on file** in their Ontario Business Registry profile will receive the company key through that email address.

[Get your company key](#)

Note: make sure your [company information is up-to-date](#) to receive your company key.

Step 2. Login into ONe-Key

Once you have your company key, you may proceed to sign in with your ONe-key ID. You will be asked to sign up for a ONe-key ID **and** create a ServiceOntario account.

A ONe-key ID is a unique electronic credential allowing you to securely access government services. A ONe-key ID also enables you to create your very own ServiceOntario account. With this account you will be able to access different provincial services, including the

ServiceOntario staff do not have the ability to recover a ONe-key account if you forget your:

- password
- recovery questions
- email address on file

You will need to create a new ONe-key ID if you are unable to remember your recovery questions and answers and do not have a recovery email address on file.

[Login to ONe-Key](#)

Step 3. Create your ServiceOntario account

Once you have signed-up for your ONe-key ID, you will be asked to create your ServiceOntario account.

You can now link your business to your ServiceOntario account using your company key. Once complete your business will be listed on your ServiceOntario account and you can access the Ontario Business Registry from this page.

To Get your Company Key:

Search for your organization's name using the search bar - click 'search now'.

Ontario 

français

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) 

Search now

Search the Registry

Entity Search

Search For *

[Advanced](#)

Search

[Reset Search](#)

[Exit](#)

For example, we searched 'Ontario Rowing Association' which was the first result.

[The number of search results found exceed the limit of 200 records. Please refine your search.](#)

[Search For *](#)

Ontario rowing association

[Advanced](#)

Search

[Reset Search](#)

[Exit](#)

[Export as Excel](#)

Search Results

Sort By: [Most Relevant](#) [Ascending](#) [Descending](#) [Most Recent](#) [Least Recent](#)

Page size 10

Displaying 1-10 of 200 results

1 - [2](#) - [3](#) - [4](#) - [5](#) - [6](#) - [7](#) - [8](#) - [9](#) - ... - [20](#) [Next »](#)

Corporations

[ONTARIO ROWING ASSOCIATION \(629247\)](#)

Welland, Ontario, Canada

Status Active

Incorporation Date
Business Type

July 22, 1985
Not-for-Profit Corporation

Click your organization name and it will walk you through the steps to request a Company Key asking for contact details etc.

The Company Key will then be emailed to the email address on file.

Note once you get it, save it in a secure location, you will need it repeatedly.

Note for Qualified Persons: The Ministry of the Environment Conservation and Parks is giving everyone the option to use the ministry's new online application process for Records of Site Condition (RSC) for Brownfields on the [ministry's online service platform](#).

NOTE: For the ServiceOntario Small Claims Court E-Filing Services you may submit the following plaintiff's documents using this portal: Plaintiff's Claim, Amended Plaintiff's Claim, Affidavit of Service of a Plaintiff's Claim, Affidavit for Jurisdiction, Default Judgment, Notice of Discontinued Plaintiff's Claim, Notice of Motion and Supporting Affidavit for an Assessment in Writing, and Request an Assessment Hearing. Once the defendant files a defence or the plaintiff files any other document directly with the court office, any additional documents must continue to be filed at the court office where the claim was filed **OR** through the Justice Services Online (JSO) [Small Claims Court Submissions Online Portal](#).

Login

Sign in with your ONe-key ID

New to ONe-key?

A ONe-key account gives you secure access to Ontario Government programs and services. [Learn more](#)

Don't have a ONe-key ID? [Sign up now!](#)

ONe-key ID:

Password:

Sign in

[Can't access your account?](#)

Once you have a Company Key, you need to set up a ONe-Key Account.

Create or login into your One-Key account.

×

+

gov.on.ca/iaalogin/portal/menu?reset=1

Ontario



ONe-key

Français

Welcome, **ontsailing**

Last Login: 05:04PM 14 Nov 2022

Help | Logout

ONe-key Account

My Services

Manage my Account

Logout

Available Services

Business Services

Personal Services

Services by Category >

All Services from A to Z

Find Available Services ?

Start typing to search...

My Services

ONe-key has made several changes. [Find out more](#)

You currently have access to the service(s) listed below.

You can enrol for accessing additional services from the Available Services menu, on the left side of the screen.

• [EGSC Grants Partner Online](#)

• [ServiceOntario Account](#)

• [Transfer Payment Account / Grants Ontario](#)

CONTACT US | ACCESSIBILITY | PRIVACY | HELP

QUEEN'S PRINTER FOR ONTARIO, 2009 - 2011 | IMPORTANT NOTICES

Last Modified: May 20, 2011

This is your
ONe-Key
dashboard.

Click
'ServiceOntario
Account'.

Account Homepage - select 'Add a Profile'

[Account homepage](#) > Lisa's Rowing

Lisa's Rowing

Note: For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

Account homepage

[View profile](#) | [Edit profile](#) | [Delete profile](#)

Lisa's Rowing

Enrolled services

Click on the profile name in the left menu to view only those services for the selected profile.

Date	Service name
You are not currently enrolled in any services. Add a service.	

Activities (View most recent , [View all](#))

Date/time ▼	Activity	Status
You have no activities		
View activities by month: Select month Select year View		

Messages (View most recent , [View all](#))

Date/time ▼	Subject	From
You have no messages.		
View messages by month: Select month Select year View		

Profile - Enter the organization name & contact info.
This email should be a monitored club email but not the official legal head of organization.

Account homepage

Activities

Profiles

ONTARIO SAILING
ASSOCIATION

Account settings

Account help

ServiceOntario privacy

Terms and conditions

Recommended

Add a service

Add a profile

Add a delegate

Redeem delegate PIN

Add a profile

You can add a profile so that you can reuse the information and organize your services.
Fields marked with an asterisk (*) are mandatory.

Basic information

Profile name*

Email address*

Confirm email address*

Contact information

Addresses

Business information

[Cancel](#)

[Save](#)

[Save](#)

Once you have completed your profile, under the 'Enrolled Services' header, select 'Add a Service'.

[Account homepage](#) > Add a service

Add a service

Note: For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

Account homepage

Add a service

- Activities
- Profiles
 - ONTARIO SAILING ASSOCIATION
- Account settings
- Account help
- ServiceOntario privacy
- Terms and conditions
- Recommended**
 - Add a service**
 - Add a profile
 - Add a delegate
 - Redeem delegate PIN

Featured services

To enrol in a service click on the "Start now" link. If you are already enrolled in the service, you will be redirected to the service automatically.

Action

- Business accounts**

View your business information associated with your licences, permits, registrations and certifications for government programs that have adopted the business number. [Learn more](#)

[Start now](#)
- Coroner certificate approvers (for authorized coroners only)**

Authorized coroners can view and approve requests from funeral establishments, crematoriums or transfer service operators online. [Learn more](#)

[Start now](#)
- Environmental permissions**

Access the platform to obtain environmental permissions such as approvals, licences, permits, and registrations. [Learn more](#)

[Start now](#)
- Ontario business registry**

Register your business in Ontario and manage information about it. [Learn more](#)

[Start now](#)
- Private security and investigative services**

Register, renew, or update your Individual, Agency or Registered Employer Licence. [Learn more](#)

[Start now](#)
- Small claims eFiling**

File and manage your small claims. [Learn more](#)

[Start now](#)

‘Add a Service’ screen:

Find
‘Ontario Business Registry’
in the Featured services list.
Click ‘Start now’.

Ontario Business Registry

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

You will be sent back to what looks like the main page.

(Don't panic you are in the right place!)

Scroll down & click the 'Search the Ontario Registry' button.

Search for a corporation or other entity

Anyone can do a [free search of the Ontario Business Registry](#) to get basic information about a business or not-for-profit corporation.

[Search the Ontario Business Registry](#)

Once you find the profile of a business entity you want to know more about, you can choose to order a search product (for example, a detailed profile report) to get additional information about that entity.

Search the Registry

Entity Search

Search For *

Advanced

Search

Reset Search

Exit

Search the exact same way
you have done previously.

The number of search results found exceed the limit of 200 records. Please refine your search.

Search For *

Advanced

Search

Reset Search

Exit

Export as Excel

Search Results

Sort By: Most Relevant Ascending Descending Most Recent Least Recent

Page size 10

Displaying 1-10 of 200 results

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -...- 20 Next »

Corporations
[ONTARIO ROWING ASSOCIATION \(629247\)](#)
Welland, Ontario, Canada
Status Active

Incorporation Date July 22, 1985
Business Type Not-for-Profit Corporation

Now you will see your organization overview page with the message we have highlighted in the red box below.

Click this link to continue the process.

Ontario

Français

Services

Noticeboard

ONTARIO ROWING ASSOCIATION (629247) [Not-for-Profit Corporation]

View Corporation

Request Search Products

If you want to maintain this corporation you need to be logged in and have authority over it.

General Details

Corporation Name

ONTARIO ROWING ASSOCIATION

Ontario Corporation Number (OCN)

629247

Incorporation Date

July 22, 1985

Type

Not-for-Profit Corporation

Status

Active

Governing Jurisdiction

Canada - Ontario

Registered or Head Office Address

Welland, Ontario, Canada

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.

Exit

[Account homepage](#) > Find your business

Find your business

Search for the business you want to link to your ServiceOntario account profile.

To access a business or not-for-profit corporation profile, to make filings under business statutes, you will need its company key. A company key is similar to the Personal Identification Number (PIN) you use at the bank or to access other online accounts or services.

Search by using one of these:

- Legal business name 
- Ontario Corporation Number(OCN) 
- Business Identification Number(BIN) 



You will be asked again to search again for
your organization.

Select it from the search results.

[Account homepage](#) > Find your business

Find your business

Search for the business you want to link to your ServiceOntario account profile.

To access a business or not-for-profit corporation profile, to make filings under business statutes, you will need its company key. A company key is similar to the Personal Identification Number (PIN) you use at the bank or to access other online accounts or services.

Search by using one of these:

- Legal business name 
- Ontario Corporation Number(OCN) 
- Business Identification Number(BIN) 



Search results

Select the business you want to link to your ServiceOntario account profile.

[ONTARIO ROWING ASSOCIATION](#)
[CENTRAL ONTARIO ROWING ASSOCIATION INC.](#)
[EASTERN ONTARIO ROWING ASSOCIATION](#)
[NORTH WESTERN ONTARIO DISTRICT ROWING ASSOCIATION](#)
[OFF COURSE ADVENTURE ROWING INC.](#)
[ONTARIO ADVENTURE ROWING ASSOCIATION](#)
[THE MUSKOKA CANOE & ROWING SHOP LTD.](#)
["564054 ONTARIO INC"](#)

[Account homepage](#) > Provide company key

Provide company key

ONTARIO ROWING ASSOCIATION [Search again](#)

To finish linking your ServiceOntario account to your business, enter the company key that was provided to you.

Company key 

If you don't have your company key, you can [get your company key](#) online.

☐ I am an authorized representative of this business.

Continue

Need help? Here's how to reach us:

[Ask us online](#)

Call our Business Info Line at 1-888-745-8888 or TTY toll-free at 1-800-268-7095

You can also [rate our service](#).

Company Key
Screen

Enter your
Company Key.

Check the
authorization
box.

Click the
'Continue'
button.

Congratulations!

You have now linked your ServiceOntario account to the Ontario Business Registry and will see these options available to you.

Ontario 

Françaisfirst name last name v

ServicesNoticeboard

ONTARIO SAILING ASSOCIATION (231413) [Not-for-Profit Corporation]
View Corporation

Request Search Products vMake Changes vBusiness Names vManage Access v

General DetailsAddressDirector(s)Officer(s)Purposes & ProvisionsIncorporator(s)Filings

Corporation Name	ONTARIO SAILING ASSOCIATION
Ontario Corporation Number (OCN)	231413
Business Number (BN)	122473440RC0001
Incorporation Date	July 01, 1970
Type	Not-for-Profit Corporation
Status	Active - Incorporated
Governing Jurisdiction	Canada - Ontario
Primary Activity	7139 - Other amusement and recreation industries
Official Email	execdir@ontariosailing.ca

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.

Exit

2.0

Filing a Notice of Change

A Notice of Change (formally called Form One) is required within 15 days of any corporate changes (i.e. after your annual meeting).

To complete a Notice of Change, click the 'Make Changes' heading on your dashboard.

Click the 'File Notice of Change' in the dropdown menu.

The screenshot shows the 'View Corporation' page for the 'ONTARIO SAILING ASSOCIATION (231413) [Not-for-Profit Corporation]'. The page has a dark green header with the Ontario logo and navigation links for 'Services' and 'Noticeboard'. Below the header, there's a section with 'Request Search Products', 'Make Changes', 'Business Names', and 'Manage Access'. A dropdown menu is open under 'Make Changes', listing options: 'File Annual Return', 'File Notice of Change' (highlighted with a red arrow), 'File Articles of Amalgamation', 'File Restated Articles of Incorporation', 'File Draft Plan of Arrangement', 'File Articles of Arrangement', 'File Application for Authorization to Continue Out of the Not-for-Profit Corporations Act', and 'File Articles of Reorganization'. The main content area shows 'General Details' with fields for Corporation Name, Ontario Corporation Number (OCN), Business Number (BN), Incorporation Date, Type, Status, Governing Jurisdiction, Primary Activity, and Official Email. The footer contains the URL and version information.

View Corporation

appmybizaccount.gov.on.ca/onbis/corporations/viewInstance/view.html?id=280aa9d4fbca6577ccb365bb8f57e85a52b7f57f7922c95673b8abb26bd8c9a&_timestam...

Ontario

Français first name last name

Services Noticeboard

ONTARIO SAILING ASSOCIATION (231413) [Not-for-Profit Corporation]

View Corporation

Request Search Products Make Changes Business Names Manage Access

General Details Address Directors & Provisions Incorporator(s) Filings

File Annual Return

File Notice of Change

File Articles of Amalgamation

File Restated Articles of Incorporation

File Draft Plan of Arrangement

File Articles of Arrangement

File Application for Authorization to Continue Out of the Not-for-Profit Corporations Act

File Articles of Reorganization

Corporation Name

Ontario Corporation Number (OCN)

Business Number (BN)

Incorporation Date

Type

Status

Governing Jurisdiction

Primary Activity

Official Email

The information shown above sets out the information in the Ontario Business Information System.

https://www.appmybizaccount.gov.on.ca/onbis/corporations/viewInstance/view.html?id=280aa9d4fbca6577ccb365bb8f57e85a52b7f57f7922c95673b8abb26bd8c9a&_timestamp=8947858362771562# 2.0.6.3 :: 2.0.6.3 :: 2022/08/16 11:39

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

General Details

Primary Activity *

713940 - Fitness and recreational sports centres

[Change](#)

Official Email *

execdir@ontariosailing.ca

Confirm Official Email *

execdir@ontariosailing.ca

The system will ask you to identify your organization's primary activity (see next slide).

Enter your official organization email address that is monitored and will stay with organization (not your contact 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.

COAST recommends member organizations chose the code that best represents their organization. Here are the common options:

- 611620 – Athletic Instruction
 - For organizations that offer athletic instruction including overnight and day sports camps (i.e. sailing schools, rowing & sailing camps).
- 71393 – Marinas
 - For clubs that operate with marinas.
- 713940 – Fitness and Recreational Sports Centres
 - For rowing and sailing clubs that don't operate with a marina, and for multi-sport clubs.
- 813990 – Other Membership Organizations
 - For rowing and sailing special associations and/or affiliates.

This transaction will expire if not completed by February 12, 2023 @ 4:29 PM

General Details ✓ Address ✓ Directors ✓ Officers ✓ Certification ⚠

Directors

All of the currently active directors of the corporation are shown below.

Please review the information below and make any required changes to ensure that it is current and accurate, as is required by the Corporations Information Act. If the number of individuals named as active directors does not match the fixed number of directors or is not between the minimum and maximum number of directors, you will need to file an Articles of Amendment immediately to ensure the corporation is in compliance with the Act. The fixed number or minimum/maximum number of directors can only be changed through filing an Articles of Amendment.

Choose **Add a Director** to report the date on which an 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.

Minimum Number of Directors

Maximum Number of Directors

Displaying 1-10 of 12 results

1 2 [Next »](#)

[+ Add a Director](#)

Walk through each tab to complete Notice of Change.



Under Directors heading - You have four options: make sure to review carefully – especially cease vs remove (cease keeps them on record for historical legal cases).

Make sure to update your Directors completely. Are there Directors from previous Board cycles that should be ceased?

[Add Me as Director](#)

Full Name

First Name *

Middle Name(s)

Last Name *

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](#)

Elected Date *

MONTH DD, YYYY



[Done](#)

[Cancel](#)

ONTARIO SAILING ASSOCIATION (231413) [Not-for-Profit Corporation]

View Corporation

Official Email and/or Primary Activity is required for this registration. Please file a Notice of Change to

[Dashboard](#)

[My User Details](#)

[Enter Activation Code](#)

[Change password](#)

[Logoff](#)

Request Search Products ▾

Make Changes ▾

Business Names ▾

Manage Access ▾

General Details Address Director(s) Officer(s) Shareholder(s) Provisions Incorporator(s) Filings

The 'first name last name' link in the top right-hand corner is where you will find links to your Dashboard, User Details, Change Password, and to Logoff. Make sure you logoff when you have completed your session.

Type

Not-for-Profit Corporation

Status

Active - Incorporated



We hope this guide has been helpful!
If you still have questions please don't hesitate to reach out:

Sailing Organizations – lisa@ontariosailing.ca

Rowing Organizations – lisa@rowontario.ca

Ontario Business Registry Contact Information

Telephone – 1-416-314-8880 or 1-800-360-3223

<https://www.ontario.ca/feedback/contact-us?id=56781&nid=134824>