



PLEASE CLICK THE PRINT & CONTINUE BUTTON ABOVE TO PROCEED.

<p>STEP 1: Starting the Filing</p>	<p>Click the START (New Filing) button under the Form 1 Initial Return/Notice of Change (Ontario) menu heading in the middle of the screen.</p>
<p>STEP 2: Searching the Corporation</p>	<ul style="list-style-type: none"> • Enter the Ontario Corporation Number (OCN) in the Corporation Number field • Enter the Corporation Name in the Corporation Name field. • Enter the Incorporation/Amalgamation Date in the format specified • Click the NEXT • A "Search In Progress. Please wait" message should appear • You should then see an ONBIS Corporation Summary. <ul style="list-style-type: none"> ◦ If the information you have entered <u>does not match</u> the information on the Ministry of Government Services' database, follow the instructions on the page and proceed to STEP 3 or click the Search Another button and repeat the above steps with the correct information ◦ If the information you have entered <u>does match</u> the information on the Ministry of Government Services' database proceed to STEP 3.
<p>STEP 3: Ordering the Data Extract</p>	<ul style="list-style-type: none"> • Click on the ORDER DATA EXTRACT button below the corporate summary to view and change the current information of your corporation (there is no additional fee to order the data extract). • DO NOT click the BLANK FILING ONLY button.
<p>STEP 4: Completing the Form</p>	<p>Select Form Type:</p> <p>Click either Initial Return or Notice of Change. If this is the first filing after incorporation or amalgamation then select Initial Return. If this is not the first filing select Notice of Change.</p> <p>Registered Office Address:</p> <p>Edit the fields as required.</p> <p>Mailing Address:</p> <p>Select either Same As Above, Completed Below or Not Applicable. If selecting Completed Below make sure the fields are completed.</p> <p>Administrator Information (Director/Officer):</p> <ul style="list-style-type: none"> • To create a brand new Administrator: Click ADD NEW ADMINISTRATOR at the top right hand corner of the table. This will open a blank record. Complete the relevant fields and click the SAVE button. You will then be returned to the main form. • To change Address Information or Date

	<p>Elected/Appointed: Click EDIT beside an Existing Administrator. Change the information as necessary and then click the SAVE button. You will then be returned to the main form.</p> <ul style="list-style-type: none"> • To remove an existing Administrator: Click EDIT and enter the date in the Date Ceased section. Click the SAVE button. You will then be returned to the main form. • For more detailed information about changing Administrator information click the Rules to Change Administrator Information link located right above the Add New Administrator button
	<p>Name in Full of Person Authorizing the Filing:</p> <p>Enter the name of the person authorizing the filing and select the position she or her holds (Director, Officer or Other person having knowledge of the affairs of the Corporation).</p>
<p>STEP 5: Saving & Validating the Form</p>	<ul style="list-style-type: none"> • Click the SAVE button at the bottom of the form. You will reach a Validation Result page. • If there are no errors a SUBMIT RETURN button will display. • If there are errors, click the BACK button provided, correct the errors and click the SAVE button again.
<p>STEP 6: Printing a Draft</p>	<ul style="list-style-type: none"> • On the Validation Results page click the PRINT DRAFT button. • Review the Draft and print a copy if desired by clicking the "PRINT this page" link provided at the top right hand corner of the screen. • Click the "BACK to Previous" link provided at the top right hand corner of the screen.
<p>STEP 7: Draft Filing</p>	<ul style="list-style-type: none"> • If you need to save all your work and come back later to continue to edit and submit, you have 90 days to do so. • To access your saved filings, on Main Menu you can Click the VIEW (Draft Filing) button under the Initial Return/Notice of Change heading. • Under the "Actions" column to the right of the table you can edit/delete/print the draft(s) you are currently working on and not yet completed/submitted.
<p>STEP 8: Submitting the Form</p>	<ul style="list-style-type: none"> • After you have made sure that the information you are about to submit is correct, scroll to the bottom of the form and click the SUBMIT button. • In about 60 seconds you should arrive at the Submitted Initial Returns/Notices of Change page .
<p>STEP 9: Printing the Confirmation</p>	<ul style="list-style-type: none"> • When you see the message "THE FILING HAS BEEN POSTED TO ONBIS" under the "Status" column the Ministry of Government Services database has now been updated and your filing is complete. • Click on MGS PDF and/or PDF Conf link in the "Documents" column to view the confirmation of your Form 1 Filing (if it is not ready yet you will see "Generating PDF", simply refresh your page and click on VIEW Submitted Filings). • The confirmation should open in a separate window in Adobe PDF

<p>of Filing</p>	<p>Reader. If a separate window does not open please ensure that it has not been blocked by pop-up blocking software that may be installed on your computer/browser.</p> <ul style="list-style-type: none"> • Print the MGS PDF and/or PDF Conf for your reference. • To print your report, click on the button with the icon of a printer that is on the Adobe Reader toolbar right above or below the report OR right click on the report and select print option from the drop down list.
<p>STEP 10: Ordering a Corporation Profile Report(OPTIONAL)</p>	<ul style="list-style-type: none"> • Once you have completed your Initial Return/Notice of Change filing you have an option to order a regular or certified corporation profile report. • In the Submitted Initial Returns/Notices of Change page, under "Actions" column you will see the option to order the corporation profile report. <ul style="list-style-type: none"> ◦ Order Profile (Uncertified profile report) ◦ Cert Profile (Certified profile report) • Select the version of the profile you would like to order. Confirm the amount and complete the credit card payment. • Upon completion of payment, click return the application • In about 60 seconds you should arrive at the Submitted Initial Returns/Notices of Change page. • Under "Documents" column you will see Corp Profile link where you can print your profile report

If you have not completed your Form 1 Initial Return/Notice of Change and you have closed your Web browser or logged out of your session:

- Return to www.oncorp.com
- To the top right-hand corner of the page click on "Current members and visitors: Login Here" In the Visitor section to the right-hand enter your User Name (CC*****) and Password and click the Next button.
- " Select "I want to login to my existing session"
- You will arrive at the Ontario Corporation Filings menu.
- " Click the VIEW (Draft Filings) button under the Initial Return/Notice of Change heading
- You should see the name of the corporation you are preparing the filing for in the Filing Index chart.
- Click "Edit" and repeat STEP 7

If you have not printed your Form 1 Initial Return/Notice of Change Confirmation of Filing and you have closed your Web browser or logged out of your session:

- Return to www.oncorp.com
- To the top right-hand corner of the page click on "Current members and visitors: Login Here" In the Visitor section to the right-hand enter your User Name (CC*****) and Password and click the Next button.
- Select "I want to login to my existing session"
- You will arrive at the Ontario Corporation Filings menu.
- " Click the VIEW (Submitted Filings) button under the Initial Return/Notice of Change heading

- You should see the name of your corporation in the chart.
- Repeat STEP 9

**If you encounter any difficulties during this session,
DO NOT purchase a new session.
Call OnCorp Direct at 416-964-2677 (or Toll Free at 1-800-461-7772)**

**Office hours: 8:00 a.m. to 6:00 p.m.
Monday to Friday (Excluding statutory holidays)**