



# NUANS Instructions



**PLEASE CLICK THE PRINT & CONTINUE BUTTON ABOVE TO PROCEED.**

1. The next screen you see will be the Name Search Services menu.

**NOTE:** If you are unfamiliar with the corporate name selection process before proceeding with the order of your NUANS Report, click on the Help button towards the top right corner of the screen. A new window should open. Click the NUANS Report Help button for detailed help on the NUANS Report process. Once you have reviewed the information, click the X in the top right-hand corner of the help window and continue with Step 2.

2. Click the **Classic NUANS** button.

3. How to complete the fields on the Classic NUANS order form:

<b>Reference Info &amp; Docket Info</b>	Leave Blank
<b>Search Type</b>	For a proposed Ontario corporation name leave the search type as Ontario  For a proposed Federal Corporation name select Federal from the drop-down list
<b>Proposed Name</b>	Enter the proposed name in full including the legal element (if the NUANS Report is required for a for profit corporation). Examples of legal elements include Inc., Incorporated, Ltd., Limited, Corp. Corporation etc. If you do not include a legal element in the proposed name field you can add one to the end of the corporation name when preparing your Articles of Incorporation.
<b>Keyword (Optional)</b>	Select the origin of the keyword from the drop-down list. The keyword is the distinctive element of the proposed name. For example, in the proposed name of EUROTAN SERVICES INC., the keyword is EUROTAN and it is a Coined word (which means a made up word).
<b>Required For (Optional)</b>	The drop down lists provides possible reasons or situations for which you require your search. Choose the one that best describes the reason for your proposed name.
<b>Services / Wares (Optional)</b>	Enter a brief summary of the business activities, goods or services in the text box provided.
<b>Consents and Other Relevant Information (Optional)</b>	Enter Information on affiliation, consent, amalgamation, name change etc. in the text box provided. For example, if you have previously registered a Business Name and now you want to incorporate using the same name, enter the details of the Business Name Registration into the text box.

4. After you have completed the form and have checked the spelling of your proposed name click the **Submit** button.

**NOTE:** The NUANS report is e-mailed to you within 60 to 90 minutes of ordering if you submit the NUANS Report between the business hours of 8:00 a.m. to 5:00 p.m. Monday to Friday (excluding statutory holidays). NUANS Reports submitted outside of these business hours will be e-mailed the following business day. Please note that you must provide an accurate e-mail address and your e-mail application must allow for PDF attachments sent from

sales@oncorp.com. If you do not receive the e-mail, please log back into your session to retrieve your NUANS Report as described below.

5. If you have ordered a Federally biased NUANS Report and wish to obtain a Name Decision from Corporations Canada you need to purchase a new session using the same User Name. To do so:
- Return to [www.oncorp.com](http://www.oncorp.com).
  - Enter your User Name and Password in the Returning Visitors section (towards the bottom right-hand corner of the screen), check the box that says **Select NEW Product** and click the Next button.
  - You will then arrive at the Products & Services Menu.
  - At the top of the chart links appear in yellow. Click the **Name Availability Searches** link.
  - Click Select beside the **Federal Name Preapproval** option and continue to purchase the session.

**IF YOU NEED TO LOG BACK INTO YOUR SESSION TO RETRIEVE YOUR  
NUANS REPORT:**

- Return to [www.oncorp.com](http://www.oncorp.com).
- Enter your User Name and Password in the Returning Visitors section (towards the bottom right-hand corner of the screen) and click the Next button (or just click next if there is a "Welcome" message)
- You will then arrive at the Name Search Services menu.
- Click the **NUANS Pre-Searches & Reports** button in the Administration column on the right hand side of your screen.
- Click the NUANS Report button in the Action column to open the NUANS Report in Adobe Reader.
- Print and save the NUANS Report using the Adobe toolbar (located just above the NUANS Report)
- Close the NUANS Report Adobe window and then click the Name Analysis button in the Action column
- Print and save the Name Analysis using the Adobe toolbar

**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)**