



PLEASE CLICK THE PRINT & CONTINUE BUTTON ABOVE TO PROCEED.

**PLEASE NOTE: You print the Articles of Incorporation from our website when finished. You will not receive a copy by mail or by e-mail. Please save a copy of your completed Articles of Incorporation as the document is only retained for 90 days on our website**

#### TEMPLATE INDEX - SELECT TEMPLATE

- If you would like to view the template before selecting it click the VIEW link in the Actions column. Once you have reviewed the template click the Return to Templates Index button
- Once you have decided which template to use click the USE link in the Actions column

**\*\*\*Please save periodically by clicking the SAVE button at the top of the form\*\*\***

ARTICLE or ITEM NO.	TITLE/DESCRIPTION	INSTRUCTIONS/COMMENTS
1	Corporation Name	<ul style="list-style-type: none"> <li>• <b>NUMBERED CORPORATION</b> - Select the desired Legal Ending from the drop down list.</li> <li>• <b>NAMED CORPORATION</b> - Select the appropriate Named option (i.e. Named Corporation with English Name ONLY). Enter the NUANS Reservation Number, the Date the NUANS was processed and the Proposed Corporate Name in the NUANS Search Details section.</li> </ul>
2	Address of Registered Office	Enter the Address of the Registered Office
3	Number (or Minimum and maximum) of directors	<p><b>FIXED NO. OF DIRECTORS</b> - select this option and then type in the fixed number of directors.</p> <p><b>OR</b></p> <p><b>MINIMUM &amp; MAXIMUM</b> - select this option and enter the desired range (example, Minimum of 1, Maximum of 5).</p>
4	First Director(s)	<ul style="list-style-type: none"> <li>• Enter information into the fields provided and then click the SAVE button provided in this section</li> <li>• After you click the SAVE button, the fields in Section 4 will be cleared and the information you have saved will be added to a chart at the bottom of Section 4.</li> <li>• Repeat the process to add additional Directors.</li> <li>• These entries can be edited and deleted if</li> </ul>

		required by clicking the appropriate buttons in the chart.
5	Restrictions on business or on powers	Prepopulated.
6	Classes and any maximum number of shares	Prepopulated.
7	Rights, privileges, restrictions and conditions attaching to each class of shares	<p><b>COMMON SHARES TEMPLATE</b> - prepopulated.</p> <p><b>COMMON &amp; PREFERENCE SHARES TEMPLATE</b> - <b>Prepopulated but you must enter the dividend rate in the following section:</b></p> <p>"Preference Shares The Preference Shares shall have attached to them the following rights, privileges, restrictions and conditions:</p> <p>(a) Non-Cumulative Preferential Dividends: The registered holders of the Preference Shares shall be entitled to receive and the Corporation shall pay, as and when declared by the directors in any financial year as the directors may by resolution determine, out of the moneys of the Corporation properly applicable to the payment of dividends, non-cumulative preferential cash dividends at the rate of up to ___% per annum..."</p> <p><b>Remove the underscore lines and enter the appropriate digit.</b></p>
8	Issue, transfer of ownership of shares	Prepopulated.
9	Other provisions	Prepopulated.
10	Name(s) and address(es) of Incorporators	To complete Section 10 you can click on the COPY DIRECTOR DETAILS button to copy the information from Item 4 or enter new information using the same method described in Item 4.
Cover Letter		<p>Click on the LETTER button at the top of the page. Enter the information for the person to be contacted by the Ministry of Government Services in the event that there is a problem during the filing of Electronic Articles. Remove <b>Credit Card Sales</b> from the Name of Law Firm field and enter the Law Firm name of the Contact Person if applicable or leave blank if not applicable. Please note: After completion of a successful filing, the corporation will be contacted, if required, at its Registered Office - not through the Contact Person.</p> <p><b>Requested Incorporation Date:</b></p> <p>Either leave at the default of <b>As soon as possible</b> or select <b>Effective this future date</b> and enter the desired date. Please note: The future date must be within 30 days of the date of submission and if it is a named corporation, the future date must be within 90 days of the date of the NUANS search report. Future dated Articles of Incorporation Articles will be processed as</p>

		soon as possible (and you still print the document from our website as described below) but they will not be effective until that future date.
Terms & Conditions		Click on the T&C button located at the top of the form. Read through the Terms and Conditions and then complete the First Name and Last Name fields at the bottom of the page.

## VALIDATE

- Once you complete entering all the information and have saved your Articles, click on the VALIDATE button at the top of the form.
- The Validate action will generate a Summary of Errors and Warnings if applicable. Make any necessary corrections
- If Validate detects No Errors, a **Submit** Button will appear on the screen (warnings, if any, will also be listed but **will not** prevent the user from Submitting).

## PRINTING A DRAFT

On the Validation Results page click the Main Menu link at the top right hand corner of the page. Click the Draft link in the Indexes section on the left hand side of page. Click the View Draft link in the Actions column. Wait for the draft to appear in PDF format. Review the draft. When you are finished with the draft click the Return to Index button. If you need to make changes click on the Edit link in the Actions column to open your Articles. Edit the information as required

## SUBMITTING AND PRINTING THE ARTICLES

- If your draft is satisfactory and you have returned to the Draft Incorporations index click the Edit link in the Actions. Click on the VALIDATE button at the top of the form. If you are ready to submit the Articles of Incorporation click the Submit button
- A Confirmation page will appear. Click the Submit button on this page.
- You will come to the Submitted Incorporations index. You should see **In Progress** in the Status column. (This process typically takes between 1- 5 mins provided it is submitted between 8:00 a.m. and 6:00 p.m. Monday to Friday, excluding Statutory Holidays, as these are the Ministry database hours of operation. Articles of Incorporation submitted **outside** of these hours will remain in progress until regular business hours resume).
- Wait a couple of minutes and click the Refresh button provided. If the Articles of Incorporation have finished processing you will see "Successful" in the Status column.
- Click the Articles of Incorporation link in the Print Docs column. This will display your completed Articles of Incorporation in PDF format
- You can then print as well as save the PDF document

***PLEASE NOTE: You print the Articles of Incorporation from our website. You will not receive a copy by mail or by e-mail.***

### IF YOU NEED TO LOG BACK IN AT A LATER TIME TO COMPLETE YOUR ARTICLES OF INCORPORATION:

- Make sure you click the Save button at the top of the page and then you can close your browser
- When you are ready to continue with your Articles of Incorporation 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 the Next button if there is a "Welcome" message)

- You will then arrive at the TEMPLATE INDEX menu
- Click the Draft link in the Indexes section on the left hand side of the page
- If you have saved your Articles within the last two weeks, your entry should appear in the Draft Incorporations index.
- Click the Edit button and continue to prepare the Articles as described above.

**IF YOU HAVE SUBMITTED YOUR ARTICLES AFTER BUSINESS HOURS  
AND NEED TO RETRIEVE THE DOCUMENT:**

- Return to [www.oncorp.com](http://www.oncorp.com) after business hours have resumed.
- 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 the Next button if there is a "Welcome" message)
- You will then arrive at the TEMPLATE INDEX menu
- Click the Submitted in the Indexes section on the left hand side of the page
- You can then print as well as save the PDF document

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)

