

ONTARIO ANNUAL RETURNS

Dear Client:

The online Ontario Business Registry opened in October 2021. The registry allows Ontario corporations to access various online services such as registering new businesses, dissolving existing ones, and filing of Annual Returns.

The Annual Return is a disclosure form listing details such as the names of directors and officers of the corporation as well as the legal address for the company. **It is required to be filed annually by 6 months after the corporation's fiscal year end.** It is not a tax requirement but instead a legal requirement, and failure to file the Annual Return could result in penalties or involuntary dissolution of the corporation.

Prior to October 2021, the Annual Return was easily filed as part of the T2 corporate tax return. After October 2021, it is no longer part of the tax return and instead needs to be filed separately through the Ontario Business Registry.

Until late 2023, accountants were not authorized to file Annual Returns on behalf of clients; only lawyers and certain third party service providers were able to. However accountants are now authorized to file returns through the new Ontario Business Registry Partner Portal. As such, Yale PGC is now able to provide this service to our clients.

We have attached additional details and a checklist below. If you would like us to prepare the Annual Return on your behalf, then please fill out the checklist and provide it to us at OAR@yalepgc.ca or through our [secure file upload service](#). Our current fee for preparing and filing the Annual Return is \$250 plus HST.

If we do not receive the completed checklist from you, we will assume you are filing it on your own or with your lawyer or third party service provider.

Yours truly,

Yale PGC LLP

ONTARIO ANNUAL RETURNS ADDITIONAL DETAILS

WHO NEEDS TO FILE

All companies incorporated in the province of Ontario are required to file the return. If you are a federally incorporated company (for example, 123456 Canada Inc.) you are not required to file Ontario Annual Returns but instead the federal version.

Most of our clients are provincially incorporated. If you have a Professional Corporation (medicine, dentistry, law, engineering, etc) or you have an Ontario numbered company (for example, 123456 Ontario Inc.) then you have an Ontario corporation and are required to file.

If you are not sure whether you are required to file, please email OAR@yalepgc.ca and we will let you know.

COMPANY KEY

In order to transact on your behalf, we require your “company key”. If you do not already have your key, you can request it from [Ontario’s website](#). The company key will be emailed to the official email address on file. If an email address is not on file, the company key will be mailed to the registered or head office address or principal place of business address on record. If the business address has changed from what is on record, you will need to answer additional questions to have a company key emailed to you.

If you have newly incorporated since October 2021, you should have received the company key automatically along with your articles of incorporation. Please check your incorporation documents for the company key.

OTHER METHODS OF FILING

You may wish to use another method of filing the Annual Return:

Lawyers and paralegals

Please contact your lawyer or paralegal to find out if they offer this service and their applicable fees.

Third party service providers

According to Ontario, there are two which are listed below. Please contact them to find out their applicable fees.

[ecore by Dye & Durham Corporation](#)
[ESC Corporate Services Ltd.](#)

Yourself

You are able to file the Ontario Annual Return yourself for free through the Ontario Business Registry. You will need the company key, a ONE-key ID, and a Service Ontario account. More information can be found [here](#). Given the high volume of clients who need to file Annual Returns, we are unable to help you file it yourself or navigate through the Ontario Business Registry.

ONTARIO ANNUAL RETURNS CHECKLIST

Do you authorize Yale PGC to prepare and file your corporation's Ontario Annual Return?

Yes, every year going forward

OR

Yes, one time only

If you authorize us to file the return every year going forward, we will contact you each year before your 6 month filing deadline to confirm the necessary details and whether there have been any changes. We will only file the return once you have confirmed the details. Please complete the information below if this is your first time filing.

If you authorize us to file the return one time only, we will do so with the information below. We will **not** file anything in subsequent years unless we hear from you.

| INFORMATION REQUIRED | |
|---|---|
| Corporation's name | |
| Company key | |
| Head office address | |
| What official email address do you want to use? | |
| <p>Have the director(s) changed since the last Annual Return that was filed?</p> <p>If you are not sure who is currently listed as a director, please tick the first box and fill out the rest of the checklist. We will contact you with a list of active director(s) as currently shown in the registry and you can then confirm whether there are any changes to make.</p> | <p><input type="checkbox"/> Not sure, send me more details</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes:</p> <p>Name(s) to be added:</p> <p>Full name: _____</p> <p>Email: _____</p> <p>Canadian resident (Yes or No)? _____</p> <p>Address: _____</p> <p>Date elected (Month / Day / Year): _____</p> |

| | |
|---|--|
| | <p>Name(s) to be removed:</p> <p>Full name: _____</p> <p>Date ceased (Month / Day / Year): _____</p> |
| <p>Have the officer(s) changed since the last Annual Return that was filed?</p> <p>If you are not sure who is currently listed as an officer, please tick the first box and fill out the rest of the checklist. We will contact you with a list of active officer(s) as currently shown in the registry and you can then confirm whether there are any changes to make.</p> | <p><input type="checkbox"/> Not sure, send me more details</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes:</p> <p>Name(s) to be added:</p> <p>Full name: _____</p> <p>Position: _____</p> <p>Email: _____</p> <p>Canadian resident (Yes or No)? _____</p> <p>Address: _____</p> <p>Date appointed (Month / Day / Year): _____</p> <p>Name(s) to be removed:</p> <p>Full name: _____</p> <p>Date ceased (Month / Day / Year): _____</p> |