



Form 1 Guide - Members

1. Login through the members portal at www.oncorp.com
2. From the Corporate tab, Scroll down to **Corporate Filings**.
3. On that page, select the ON tab and proceed with you respective filing by clicking **Start Filing** (In the example below we have selected Notice of Change)

A screenshot of the 'Corporate Filings' page in the members portal. The page has a green header with the text 'Corporate Filings'. Below the header is a 'Create New' section. At the top of this section are four tabs: 'AB', 'BC', 'CD', and 'ON'. The 'ON' tab is selected and highlighted in green. Below the tabs is a scrollable list of filing types: 'Articles of Incorporation (Business / For-Profit Corporation)', 'Initial Return', 'Notice of Change', and 'Annual Return'. The 'Notice of Change' option is highlighted in grey. Below the list is a checkbox labeled 'Set as default jurisdiction'. At the bottom of the 'Create New' section are three buttons: 'START Filing', 'VIEW Draft Filings', and 'VIEW Submitted Filings'. The 'START' button is highlighted in yellow.



4. On this page, you will need to enter your corporation number or name and proceed to look up the corporation. **NOTE*** If your corporation was either created before Oct 19, 2021, or afterwards via ecore, you do not need an entity key. If your corporation was created after Oct 19 with a different service provider, please ensure you have this information.

Ontario Notice Of Change

Reference and Docket Information
Reference: t4 Docket: t

Corporation Information
Please enter Ontario Corporation Number (OCH) or the Corporation Name
Corporation Number or Name*: RUBYS ROSE FARM CORP Exact Match
Entity Key: Entity Key

LOOK UP CORPORATION

ONBIS details for Corporation Number 2187423

OCN	2187423
Corporate Name	ROSEDALE FARMS CORP.
Status	active
Entity Type	A
Sub-Status	incorporated
Governing Jurisdiction	Canada - Ontario
Registration Date	2008-10-14

NOTICE OF CHANGE **SEARCH ANOTHER**

5. From there your corporation information should be prepopulated in the system. If you need to make any edits to your address you may proceed to do so in this section:

Corporation Name	Ont Corp Num	Formation Date	Status	Type
ROSEDALE FARMS CORP.	2187423	2008-10-14	Active	A

Reference Info: t4 DocketInfo: t Form Type*
 Initial Return
 Notice of Change

Registered Office Address:

Municipal Address Lot/Concession Address

Street Number or Lot Concession*	Street Name*
42900	Ferguson Line
Municipal Address Continued(Suite / Unit / Floor No.)	City/Town*
R R 6	St Thomas
Ontario, Canada	Postal Code*
	N5P 3T1



- 6. For users filing their first form 1 post OBR, you will note the new **Email** section. This is a new requirement that the business owner or the firm that manages set corporations legal obligations must fill.

Official Email Address

If the Official Email Address requires updating, type over the email below and retype to confirm.

Official Email Address*

Enter again to confirm*

- 7. Again, for first time filings post OBR users will notice the new **NAICS** section. This is a 5-digit code that determines which category your business falls under. Clients may either search by keyword, i.e., dance, which will provide a drop-down list of options with their respective code **OR** simply input the code if they know it.

NAICS

If the NAICS code requires amendment, search for the new description by key word or NAICS code.

Key word lookup (enter key word of main business activity):

NAICS Code:

NAICS Description:

Please confirm that the NAICS description displayed matches your main business activities.

- 8. From there, you will reach the Administrator Information section. In this section you will be able to Edit, Copy, Remove, and Cease directors. The guide will go over each section below.

Range:
Minimum: 1, Maximum: 10

To add a new Administrator, click **ADD NEW OFFICER AND/OR ADD NEW DIRECTOR** at the top of the table.
To cease or change an Administrator's information, click **EDIT** beside an Administrator.
To assign a new position to an Administrator, click **COPY** beside an Administrator.

Id	Administrator Name & Address for Service	Position	Date Elected/ Appointed	Date Ceased/ Resigned	Action
1	FERGUSON, David Archibald R.R.#6 42900, Ferguson Line, St. Thomas, ON, CA N5P 3T1	PRESIDENT	2012-05-05		<input type="button" value="EDIT"/> <input type="button" value="COPY"/> <input type="button" value="REMOVE"/> <input type="button" value="CEASE"/>



9. To add new Directors or Officers simply select the respective button on the top right to add them. Note that the max number of directors will be noted in the top left. In the example below the corporation has a range of 1 - 10

Range:
Minimum: 1, Maximum: 10

To add a new Administrator, click **ADD NEW OFFICER AND/OR ADD NEW DIRECTOR** at the top of the table.
To cease or change an Administrator's information, click **EDIT** beside an Administrator.
To assign a new position to an Administrator, click **COPY** beside an Administrator.

ADD NEW OFFICER **ADD NEW DIRECTOR**

Id	Administrator Name & Address for Service	Position	Date Elected/ Appointed	Date Ceased/ Resigned	Action
1	FERGUSON, David Archibald R.R.#6 42900, Ferguson Line, St. Thomas, ON, CA N5P 3T1	PRESIDENT	2012-05-05		EDIT COPY REMOVE CEASE

10. The copy button allows you to copy an existing administrator's information in a new window. This will allow you to assign other positions to an existing officer/director.
11. The remove feature is new post OBR and will allow you to strike an administrator off the record completely. This can only be done for two reasons: **The director/officer was mistakenly recorded twice/The individual was reported as an officer in error**. A prompt will appear to confirm set reason:

REMOVE OFFICER/DIRECTOR

Name: David FERGUSON
This Director/Officer will be shown as ceased effective the same date they were added.

Please Indicate the reason for removing this officer*

Individual mistakenly reported more than once

Individual mistakenly reported as an officer

CANCEL **OK**

12. Cease will be used to remove administrators under any other situation. If you need to make a change/correct the name of a Director/Officer, note that you cannot do so simply by editing their name. You will need to cease the Director/Officer first and readd the corrected version of the administrator.
13. Once all your information is filled out you may proceed to validate your form 1. Once the system ensures that there is no warning the Submit button will become accessible:

Name in full of the person authorizing filing

First Name* Middle Name Last Name*

PENALTIES NOTE: Sections 13 and 14 of the Corporations Information Act provide penalties for contravening the Act or Regulations. Section 18 (1) of the Act provides that a corporation that is in default of a requirement under this Act to file a return/notice or that has unpaid fees or penalties is not capable of maintaining a proceeding in a court in Ontario in respect of the business carried on by the corporation except with leave of the court.
This information is being collected under the authority of The Corporations Information Act for the purpose of maintaining a public data base of corporate information.

BACK **VALIDATE** **PDF** **SAVE** **SUBMIT**



14. Once submitted you will find your report in the submitted tab under **Post Incorporation** in the index:

The screenshot shows a software interface with a sidebar on the left containing a menu with options like 'Main Menu', 'Help', 'Index >', 'Articles >', and 'Post-Incorporation >'. The main area contains search filters for 'Reference' and 'Docket' with fields for 'Reference', 'ID', 'Date From', and 'Date To'. There are also dropdown menus for 'Jurisdiction' and 'Product'. Action buttons include 'CLEAR SEARCH', 'SEARCH', 'SEND TO REPORT CENTRE', 'MERGE', and 'REFRESH'. A 'Reports Per Page' dropdown is set to '15'. Below the filters, a table header is visible with columns for 'Reference', 'Docket', 'Corp. Name', 'Corp. Number', 'Jur.', 'Filing Type', 'Status', 'Print Docs', and 'Action'.

15. The report will be available once you click the **Confirmation** button. Please note that if it does not appear it may be due to your browsers pop up blocker. Once that is turned off you should be able to access your confirmation of filing:

ID	Submitted	Reference Docket	Corp. Name Corp. Number	Jur.	Filing Type	Status	Print Docs	Action
7171551	2021-10-06 18:55:37	Erin Title Update	SPARROW HEALTH INC. 5026813	ON	Notice Of Change	Completed	Confirmation <input type="checkbox"/>	View Copy
7171123	2021-10-06 17:59:20	Erin Title Update	HUMMINGBIRD CONSTRUCTION INC. 2366623	ON	Annual Return	Completed	Confirmation <input type="checkbox"/>	View Copy