



## Ontario Articles of Incorporation – Members

1. Log in on the Members Portal found at [www.oncorp.com](http://www.oncorp.com)
2. Under the Corporate tab, please select **Corporation Filings**
3. Please select ON and Start Incorporation:

Corporate Filings

Create New

AB CD **ON**

Articles of Incorporation (Business / For-Profit Corporation)

Set as default jurisdiction

START Incorporation VIEW Templates

VIEW Drafts VIEW Precedents & Provisions Database

VIEW Submitted UPLOAD Xml Data

4. From the **Template Index**, you can select VIEW to see any templates you have on hand first, then you are able to go ahead and click user to open one up to start entering information:

Corporate Filings

Create New

AB CD **ON**

Articles of Incorporation (Business / For-Profit Corporation)

Set as default jurisdiction

START Incorporation VIEW **Templates**

VIEW Drafts VIEW Precedents & Provisions Database

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5. For **numbered corporations** please follow step six and ignore seven. For **named corporations** Please proceed right to step seven. Regardless of name you will be required to fill out the **NAICS**. NAICS 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 you know it:

NAICS (North American Industry Classification)

Key Word / Code lookup  Search

NAICS Code:  NAICS Description:

Please confirm that the NAICS description displayed matches your main business activities. What is this?



6. If this is a numbered corporation, you will select the first option (**Numbered Corp. Ending with**):

The screenshot shows the 'Ontario Articles of Incorporation' form. At the top, there is a navigation bar with buttons for '<<', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', 'LETTER', 'T&C', '>>', 'SAVE', 'VALIDATE', 'CANCEL', 'HELP', and 'TEMPLATE'. Below this, there are two input fields: 'Your Reference Info' and 'Your Docket Info'. The main section is titled '1. Corporation Name' and contains the following options:

- Numbered Corporation ending with: ONTARIO **Select Legal Ending** ▼
- Named Corporation with English Name ONLY
- Named Corporation with French Name ONLY
- Bilingual Named Corporation  English Name First  French Name First

Below the options is the 'NUANS Search Details:' section, which is divided into two parts: 'English Name' and 'French Name'. Each part has a table with columns for 'Reservation No.', 'Date (yyyy/mm/dd)', and 'Proposed Corporation Name'. The 'English Name' section is currently empty.

7. If this is a named corporation, you will want to enter your NUANS reservation report details (**NOTE\*** make sure that you include Reservation No., as well as the date that NUANS report was produced. You will also need to add a legal ending to the end of the NUANS name ex. Dye and Durham is the corporation's name we added INC. in this example.)

The screenshot shows the 'Ontario Articles of Incorporation' form. At the top, there is a navigation bar with buttons for '<<', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', 'LETTER', 'T&C', '>>', 'SAVE', 'VALIDATE', 'CANCEL', 'HELP', and 'TEMPLATE'. Below this, there are two input fields: 'Your Reference Info' and 'Your Docket Info'. The main section is titled '1. Corporation Name' and contains the following options:

- Numbered Corporation ending with: ONTARIO **Select Legal Ending** ▼
- Named Corporation with English Name ONLY
- Named Corporation with French Name ONLY
- Bilingual Named Corporation  English Name First  French Name First

Below the options is the 'NUANS Search Details:' section, which is divided into two parts: 'English Name' and 'French Name'. Each part has a table with columns for 'Reservation No.', 'Date (yyyy/mm/dd)', 'Proposed Corporation Name', and 'Available Proposed Names'. The 'English Name' section is filled with the following data:

Reservation No.	Date (yyyy/mm/dd)	Proposed Corporation Name	Available Proposed Names
121211136	2021/02/18	Dye and Durham <b>INC.</b>	



8. Next, follow through with the following articles accordingly following the prompts and completing the articles. Note for section 4 and 10 once you save the director/corporation information, click on save in the textbox and the name will appear at the bottom:

4. First Director(s)

First Name \* Middle Name Last Name \*

Email

Municipal Address  Lot/Concession Address

Street Number or Lot/Concession \* Street Name \* COPY FROM REG OFFICE

Municipal Address Continued (Suite / Unit / Floor No.) City \*

Province (Canada/US) \* Province (Outside Canada/US) \*

Country \* Postal Code \*

Resident Canadian \*  Yes  No  
Also an Incorporator \*  Yes  No  
Director Consent \*  Yes  No

This director has given consent to act as first director

Name	Email	Address	Action
JOHN SMITH		123 MAIN STREET, TORONTO, ONTARIO, CANADA L5M 7R9	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

9. Once sections 1 – 10 are completed, please proceed to **section 11** located on the bar at the top. This is a new legal requirement for corporations in Ontario and a director or law firm that manages the legal duty of the business must input their email. This will also be the method in which you receive your company key:

**Ontario Articles of Incorporation**

<< 1 2 3 4 5 6 7 8 9 10 11 T&C >>

OFFICIAL EMAIL AND NOTIFICATIONS INFORMATION  
All field names with \* must be completed.

OFFICIAL EMAIL ADDRESS

Official Email Address: \*

Confirm Email Address: \*

\*\*\*ALL CORRESPONDENCE FROM MGCS WILL BE SENT TO THE OFFICIAL EMAIL ADDRESS ABOVE.



10. Once that is complete on that same bar at the top of the menu select **T&C** to sign off on your articles:

2. All filings must meet any signature or authorization requirements established by the Director or Registrar under the applicable Act. Where signatures are required for electronic filing, the applicable articles, application, declaration, other approved form or other document must be saved or printed and signed in accordance with the instructions provided. The entity must keep a properly executed version of the applicable document in paper or electronic format, together with any records that may exist related to an electronic signature, if signed by electronic signature, as follows: If the subject of a filing is a corporation, the corporation must keep these documents and records at its registered office. If the subject of the filing is an Ontario limited partnership, the limited partnership must keep these documents and records at the limited partnership's principal place of business in Ontario. If the subject of the filing is an extra-provincial limited partnership that does not have a principal place of business in Ontario, the extra-provincial limited partnership must keep these documents and records at the address of the limited partnership's attorney and representative in Ontario set out in the declaration filed under the Limited Partnerships Act and stated in the power of attorney executed

11. Finally, to submit the articles please click the **Validate** button at the top. Once the system ensures there are no error the submit button will appear:

12. Congratulations! After a few minutes you can head to your submitted tab and your articles should be available and ready for you to print by clicking “Articles of Incorporation”. Please print these and keep them somewhere safe as your data will be available for 90 days. You are welcome to click Initial Return to file the Initial Return right away if you would like. Legal Supplies allows to you to order Legal Supplies right away, if you are interested.

**\*NOTE Once completed if you don't have access the articles of incorporation to check your pop-upblocker and refresh:**

Submitted Incorporations

ID	Date Submitted	Corporation Name	Jur.	Type	Status	Print Docs	Actions	Links
73268829	2021-03-22 08:05:15 AM	Dye and Durham INC. John Smith	ON	NAMED	Completed	Articles of Incorporation	View Copy	Initial Return Legal Supplies

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