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## Overview

In October 2021, the Ontario Government launched the New Ontario Business Registry, which lives under the Service Ontario banner of services. The Registry was created to allow businesses and corporations to complete over 90 transactions directly online themselves. Not all transactions are available to all corporations.

Incorporated entities in Ontario should use the registry to keep their information up-to-date, by submitting electronic Form 1 – Initial Return/Notice of Change Forms. This is the form used to keep your contact person, head office address and Director and Officer information accurate under the *Corporations Information Act* (which applies to all corporations in Ontario).

The Ontario Business Registry has two access points. One is the public directory, where anyone can search and find basic information like incorporation date, name, status and location of any business listed in the registry. The other is the internal function for business owners/administrators to conduct their business transactions within the registry.

Visit the Registry here: <https://www.ontario.ca/page/ontario-business-registry>

## Accessing the Public Registry

Anyone can search for basic information about a business or corporation listed within the registry. From within the public listing, anyone can also request public search products like a Profile Report that will show public corporate information such as current corporate name, any former names, Directors' and Officers' information (not addresses or emails), and any predecessors' names.

These searches are done through one of two authorized service providers: ecore by Dye & Durham or ESC Corporate Services. They charge a fee for these searches and typically email the documents in a few hours. This is specifically for public searches, not how you can access your own information.

[Search the Ontario Business Registry](#)

## Accessing your Account

There are three steps involved to gain access to your account in the Ontario Business Registry.

Step 1: [Request your Company Key](#)

- Enter the Registered Business Name, Corporation Number or Business Identification Number of your organisation and click Search Now.
- The search will return a listing of every business or corporation with a similar name or number, so make sure you select the correct one. Click on the Corporation you would like to request a Company Key for.

- It will ask you to verify that all the information listed is correct and then to enter in the contact details as required (i.e., postal code, name, number and email). Click Submit.
- Once you click submit, your Company Key will be sent in the Mail and will typically arrive in about a week.
- Once you have your Company Key in hand, you can move onto the second step.

Step 2: [Login to ONe-Key](#)

- You will need to create a ONe-Key ID and Service Ontario Account. This account is unique to you, the user, and you can link all the corporations or businesses you manage to your own account. If you already have a ONe-Key ID, you can simply Sign-in.
- If you do not have a ONe-Key ID, click “Don’t have a One-Key ID? Sign up now”.

Step 3: Link your Company Key with your ONe-Key ID

- After you have set up your ONe-Key ID, you will be asked to link to a business or corporation by providing your Company Key.
- Once your ONe-Key ID and your corporation are linked by entering your Company Key, you will not need that Company Key again to access your records within this portal. Keep it in a safe place for your records.

Your Ontario Business Registry access is through the Service Ontario account, under “Available Services” within your ONe-Key. To access at any time, login to your [ONe-Key Account](#).

## Initial Return/Notice of Change (within the registry)

Complete your Form 1 – Initial Return/Notice of Change directly in the registry by selecting “Make Changes” and then “File Notice of Change”.

## Forms

You can still file a paper Initial Return/Notice of Change using the updated [electronic forms](#) and sending them by mail or email.

To request a search product like copy of your Articles of Incorporation or Certificate of Status for example, use form “[Request for Corporation/Entity Information](#)”. These can be sent by mail or email.

All other forms and notices can be found online at [www.ontario.ca/forms](http://www.ontario.ca/forms).

Use email [ca-ccafilings@ontario.ca](mailto:ca-ccafilings@ontario.ca) for Corporations Act, or Co-operative Corporation Act forms  
Use email [companiesfilings@ontario.ca](mailto:companiesfilings@ontario.ca) for all other corporation forms.

## Contact Us

We have an ongoing relationship with the Ministry of Government and Consumer Services and their commitment to improve service offerings to our sector. If you encounter any issues within the registry, please let me know.

Jennifer Ross  
Ontario Co-operative Association  
[jross@ontario.coop](mailto:jross@ontario.coop)  
519-763-8271 x 22