



## Corporations Information Act Annual Return for Ontario Not-for-Profit Corporations (2009 and later tax years)

- This worksheet constitutes a Corporation Information Act Annual Return under the Ontario Corporations Information Act. This annual return **must** be completed by charities registered under the Income Tax Act that are corporations incorporated, continued, or amalgamated in Ontario and subject to the Ontario Corporations Act.
- The Ministry of Government and Consumer Services (MGCS) considers this annual return delivered on the date that it is filed with the Canada Revenue Agency (CRA), together with Form T3010, Registered Charity Information Return. A completed annual return must be delivered within six months after the end of the corporation's fiscal year-end. In accordance with the Corporations Information Act, this annual return must set out the required information for the corporation as of the date of delivery.
- Charities that complete this worksheet **must** also complete CRA's Form T1235, Directors/Trustees and Like Officials Worksheet, included in all Form T3010 packages.
- It is the corporation's responsibility to make sure that the information shown is accurate and up-to-date.
- This worksheet contains non-tax information collected under the authority of the Ontario Corporations Information Act. The information will be sent to the MGCS for the purposes of recording the information on the public record it maintains.
- If you choose to file your annual return directly with the MGCS, visit **ServiceOntario.ca**.

### Parts 1 to 3 are mandatory

#### Part 1 – Identification

<b>100</b>	Corporation name (exactly as shown on the MGCS public record)
<b>101</b>	Ontario corporation number
<b>102</b>	Filing year (yyyy)

#### Part 2 – Change identifier

<b>200</b>	<input type="checkbox"/> Tick this box if there have been any of the following changes to information filed previously with the MGCS: <ul style="list-style-type: none"> <li>• registered or head office address</li> <li>• mailing address</li> <li>• official corporation email address</li> <li>• primary or secondary business activity or preferred language of communication</li> <li>• name, address for service, date elected or, if applicable, the date a director ceased to hold the position</li> <li>• name, address for service, position, date appointed or, if applicable, date a senior officer ceased to hold the position</li> </ul> <p>Complete Part 3 – Filing certification Complete Parts 4, 5, 6, 7, 8 and 9 if applicable</p> <p>If there have been <b>no</b> changes:</p> <ul style="list-style-type: none"> <li>• leave the box blank</li> <li>• complete Part 3 – Filing certification only</li> </ul> <p>To review the information shown for the corporation on the public record maintained by the MGCS, you can get a Corporation Profile Report. For more information, visit <b>ServiceOntario.ca</b>.</p>
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#### Part 3 – Filing certification

The individual named below has certified that all information set out in this Corporations Information Act Annual Return is current, correct and complete.

<b>Name of individual authorizing the filing</b>	
<b>300</b>	First name
<b>301</b>	Middle name
<b>302</b>	Last name
<b>Position</b>	
<b>303</b>	Tick one: <input type="checkbox"/> Director <input type="checkbox"/> Officer <input type="checkbox"/> Other individual having knowledge of the affairs of the corporation
<b>Note:</b> Sections 13 and 14 of the Ontario Corporations Information Act provide penalties for making false or misleading statements or omissions.	

If you ticked the box in Part 2, complete Parts 4 to 9 to update the information filed previously.

**Part 4 – Changes to registered or head office address** (A post office box or general delivery is not an acceptable registered or head office address.)

<b>400</b> Apartment/suite/unit number	<b>401</b> Street number	
<b>402</b> Street name/rural route/lot and concession number		
<b>403</b> Additional address information (if applicable)		
<b>404</b> Municipality/city/town		
<b>405</b> Province/state	<b>406</b> Country	<b>407</b> Postal code/zip code

**Part 5 – Changes to the mailing address**

<b>500</b> Tick one: <input type="checkbox"/> The corporation's mailing address is the same as the registered or head office address in Part 4 of this worksheet. <input type="checkbox"/> The corporation does not have a mailing address. <input type="checkbox"/> The corporation's complete mailing address is as follows.		
<b>501</b> Apartment/suite/unit number	<b>502</b> Street number	
<b>503</b> Street name/rural route/lot and concession number		
<b>504</b> Additional address information (if applicable)		
<b>505</b> Municipality/city/town		
<b>506</b> Province/state	<b>507</b> Country	<b>508</b> Postal code/zip code

**Part 6 – Changes to official corporation email address**

<b>600</b> Enter the new official corporation email address:
The official corporation email address is collected under the authority of the Business Regulation Reform Act, 1994.

**Part 7 – Changes to primary or secondary business activity or preferred language of communication**

<b>700</b> Primary business activity (or equivalent North American Industry Classification System (NAICS) code)
<b>701</b> Secondary business activity (or equivalent NAICS code)
Tick the new language preference. The MGCS will use this language for all official communication with the corporation. <b>702</b> <input type="checkbox"/> English <input type="checkbox"/> French

**Note:** Primary and secondary business activity and preferred language of communication are collected for administrative purposes only and are not part of the Ontario public record of businesses and corporations. The NAICS classifies business establishments according to a particular sector and industry using codes. For more information about NAICS code, go to [statcan.gc.ca/eng/subjects/standard/naics/2007/index](http://statcan.gc.ca/eng/subjects/standard/naics/2007/index).

**Part 8 – Changes to contact information**

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Enter the information for the person we should contact about this filing. We will send this person correspondence or notices and will contact them if we need more information.

<b>800</b> First name
<b>801</b> Middle name
<b>802</b> Last name
<b>803</b> Email address
<b>804</b> Phone number

The contact information is collected under the authority of the Business Regulation Reform Act, 1994.

**Part 9 – Changes to Director/Officer information**

Include the information for **all** of the directors and up to five senior officers you want carried on the public record. The MGCS will replace the directors or officers on the public record with those included in this annual return.

When you file a notice of change online, you can review the director/officer information that MGCS has on record and make the changes needed.

**Note:** To quickly and easily report a change to one or more directors or officers without filling out the information on **all** directors or officers of the corporation (up to five senior officers), visit [ServiceOntario.ca](http://ServiceOntario.ca). If you file a notice of change online, you still have to file an annual return.

**If you need more space, photocopy page 4.**

<b>900</b> First name			
<b>901</b> Middle name			
<b>902</b> Last name			
<b>903</b> Apartment/suite/unit number		<b>904</b> Street number	
<b>905</b> Street name/rural route/lot and concession number			
<b>906</b> Additional address information (if applicable)			
<b>907</b> Municipality/city/town			
<b>908</b> Province/state		<b>909</b> Country	<b>910</b> Postal code/zip code
<b>911</b> This individual is a: <input type="checkbox"/> Director <input type="checkbox"/> Officer	<b>912</b> Enter the correct code from the Officer Title and Codes Table below, if applicable.		<b>913</b> Date elected/appointed Year Month Day
			<b>914</b> Date ceased (if applicable) Year Month Day

**Officer title and codes table**

1	Assistant Secretary	7	Chairwoman	13	Chief Operating Officer	19	President
2	Assistant Treasurer	8	Chief Administrative Officer	14	Comptroller	20	Secretary
3	Authorized Signing Officer	9	Chief Executive Officer	15	Executive Director	21	Treasurer
4	Chair	10	Chief Financial Officer	16	General Manager	22	Vice-Chair
5	Chairperson	11	Chief Information Officer	17	Managing Director	23	Vice-President
6	Chairman	12	Chief Manager	18	Other		

**Make sure Part 3 – Filing certification is completed.**

900 First name			
901 Middle name			
902 Last name			
903 Apartment/suite/unit number		904 Street number	
905 Street name/rural route/lot and concession number			
906 Additional address information (if applicable)			
907 Municipality/city/town			
908 Province/state	909 Country	910 Postal code/zip code	
911 This individual is a: <input type="checkbox"/> Director <input type="checkbox"/> Officer	912 Enter the correct code from the Officer Title and Codes Table below, if applicable.	913 Date elected/appointed Year Month Day	914 Date ceased (if applicable) Year Month Day

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901 Middle name			
902 Last name			
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6	Chairman	12	Chief Manager	18	Other		