

ServiceOntario

ServiceOntario

Companies and Personal Property
Security Branch

Direction des compagnies et
des sûretés mobilières

(mailing address)

393 University Avenue, Suite 200
Toronto ON M5G 2M2

(physical address)

375 University Avenue, 2nd floor

(adresse postale)

393, avenue University, bureau 200
Toronto ON M5G 2M2

(adresse municipale)

375, avenue University, 2^e étage

Searching the Public Record

Clients can verify whether their proposed name has been registered or incorporated and obtain information regarding business entities and not-for-profit organizations operating in Ontario by conducting corporate name and unincorporated business name and limited partnership (BNLP) searches of the Ontario public record.

Note: The Companies and Personal Property Security Branch (CPPSB) does not provide information about trademarks. Clients should contact the Canadian Intellectual Property Office (CIPO) at 1-866-997-1936, TTY: 1-866-442-2476 or visit CIPO's website at http://strategis.ic.gc.ca/sc_mrksv/cipo/ for information about trademarks or to conduct a trademark search.

Clients may also wish to search the NUANS database, a Canada-wide corporate, business name and trademark registry. A NUANS search report will display corporations, business names and trademarks, which are similar to your proposed name. A NUANS report may be obtained from the NUANS website at www.nuans.com or through private search houses listed in the Yellow Pages of your local phone book under "Searchers of Records".

For information on corporations and business entities operating in other jurisdictions, please contact that jurisdiction directly.

Corporate Names

CPPSB records the name and Ontario Corporation Number (OCN) of **Ontario** corporate entities that are incorporated, continued or amalgamated in Ontario as well as extra-provincial corporations carrying on business within Ontario and corporations enacted by Special Acts. The public record is comprised of corporations, which conduct business for profit as well as not-for-profit organizations such as charities (local and extra-provincial).

Unincorporated Business Names and Limited Partnerships (BNLP)

CPPSB records the business name, Business Identification Number (BIN) and registrant information of businesses operating in Ontario. The record is comprised of sole proprietorships, general partnerships, limited partnerships, Ontario limited liability partnerships, and extra-provincial limited liability partnerships and extra-provincial limited liability companies that carry on business in Ontario. The public record also contains business name(s) registered by a

corporation. (A corporation using a name other than its corporate name must register the operating name under the *Business Names Act*).

Enhanced Business Name Search for Unincorporated Businesses

This new type of search provides several improvements over the exact name search. Among these are:

- The ability to select a name from a list of up to 120 business names matching or similar to the business name searched;
- The ability to search words in a business name and have a list of business names returned with the word appearing *anywhere* within the business name;
- The specific street number and name are included in the business address.

The Enhanced Business Name Search significantly improves the clients' ability to obtain a Business Names Report for a specific business name when more than one exact or similar business name is registered in Ontario.

The Enhanced Business Name Search is available on the Internet through ServiceOntario's website or through Service Providers under contract with the Ministry of Government and Consumer Services or at the CPPSB's Toronto Public Office.

Searching Corporation names via the Internet

Corporate record searches may be conducted via the Internet through Service Providers under contract with the Ministry of Government and Consumer Services. Results are received almost immediately and reports can be printed from the convenience of your home or office.

The Service Providers provide access to the Electronic Corporate Index (ECI) prior to requesting a corporate search. The Electronic Corporate Index is a computerized alphabetical listing of corporations, which are, or have been, active in Ontario. It provides fundamental information on Ontario corporations and extra-provincial corporations carrying on business in Ontario and can be searched by the corporate name, corporate number or by keyword. The Electronic Corporate Index displays the following information: corporation name, Ontario Corporation Number, incorporation date, jurisdiction, status and establishment type.

Please see the Companies Service Standards and Fees document or call the CPPSB Helpline (see below) for a list of products and their corresponding fees and processing times. The Service Providers charge a fee in addition to the Ministry's fee for the immediate online services they provide.

Searching the Public Record in Person or by Mail

A search may be done in person at the Companies and Personal Property Security Branch Public Office in Toronto between 8:30 a.m. and 5:00 p.m., Monday to Friday (excluding statutory holidays). Search results are immediate and you will receive a report to take home with you. Clients also have access to the Electronic Corporate Index (ECI) referenced above.

A search request can also be mailed to CPPSB. Allow 4 – 6 weeks for processing. Please print clearly the company names to be searched and enclose a cheque or money order payable to the Minister of Finance. If you are searching for a business located in a specific area, please indicate the city/town in your letter. This will enable staff to provide the appropriate report if the search shows more than one business under the name searched.

If a search request is mailed in with a business name registration form, please include separate cheques or money orders for the registration and search fees. Please indicate whether you still want to register the name if our search reveals another business is already using it.

Please see the Companies Service Standards and Fees document or call the CPPSB Helpline (see below) for a list of products and their corresponding fees and processing times.

Requirements to Conduct a Search of the Public Record

In order to complete a corporate or Business Name/Enhanced Business Name Search request, clients should know the following information:

- Ontario Corporation Number (OCN) or Business Identification Number (BIN);
- Accurate spelling of the corporation's name, the business name, limited partnership or the corporation's operating name.

CPPSB recommends that clients conduct both corporate and BNL/Enhanced Business Name Searches when they are uncertain as to whether the name belongs to a corporation or an unincorporated business.

For detailed product descriptions, please refer to the "Corporate Search Products" and "Business Name and Limited Partnership Search Products" information sheets.

For more information...

Companies Helpline

Telephone: (416) 314-8880

Toll free in Ontario: 1-800-361-3223

TTY : 416-325-3408

TTY Toll Free: 1-800-268-7095

Internet: www.ServiceOntario.ca

Service Providers

For information about Service Providers under contract with the Ministry of Government and Consumer Services visit the ServiceOntario website at: www.ServiceOntario.ca.

November 30, 2007
(aussi disponible en français)