

How to Obtain a Copy of your Articles of Incorporation

There are three ways to obtain copies of Articles of Incorporation. In all three cases you will receive a microfiche of your Articles of Incorporation. You will need access to a microfiche reader in order to print off paper copies. There is a reader at the office where you pick up the microfiche in downtown Toronto, and many libraries also have these readers. Paper copies at the Service Ontario office in Toronto are \$.50 per page.

1. Order the Microfiche in person at Service Ontario's office:

375 University
Suite 200
Toronto, Ontario

You must pick it up in three days. The cost is \$10 for uncertified and \$36 for a certified microfiche.

2. You can order the Microfiche by fax: 416-314-0102

Fax a letter with your request, including your corporation number; wait three days and then pick up at the Service Ontario office shown above. Bring your original fax request with you. The cost is \$10 for uncertified and \$36 for a certified microfiche.

3. You can order the Microfiche using the internet;

Ordering via the Internet uses a third party company. Even though you have ordered through a third party you still must go to the Service Ontario Office to pick up your microfiche within three days after you have ordered it.

www.serviceontario.ca

Select English

Left hand side menu; in the section "Gateway for Business"

Choose "Information by Topic"

On the Menu in centre of screen; choose "Private Sector Service Providers"

New screen, three companies come up; choose the first in the list.

On this company's website choose the option for Microfiche, which will give you the option for articles of incorporation. It is \$75 (via credit card, online) using this option for uncertified, \$90 for certified.