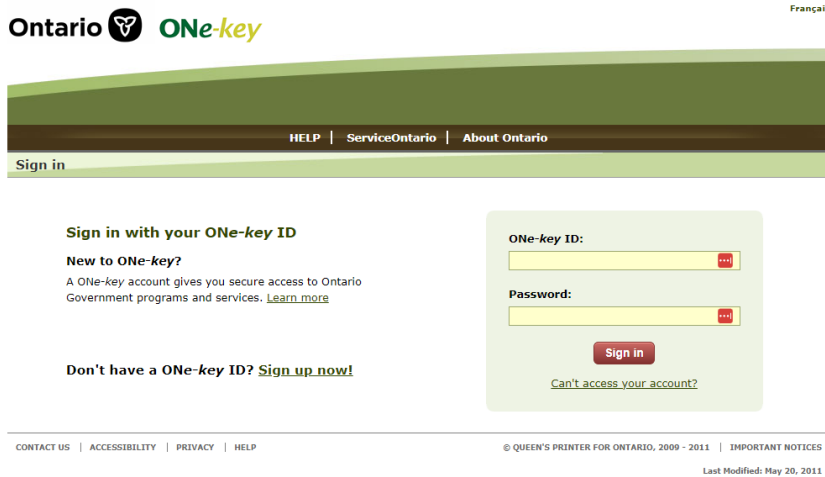



Guide to File Your Annual Information Return

STEP 1: Login to your ONe-key Account

<https://www.one-key.gov.on.ca/iaalogin/IAALogin.jsp>



Ontario  **ONe-key** Français

HELP | ServiceOntario | About Ontario

Sign in

Sign in with your ONe-key ID

New to ONe-key?
A ONe-key account gives you secure access to Ontario Government programs and services. [Learn more](#)

Don't have a ONe-key ID? [Sign up now!](#)

ONe-key ID:

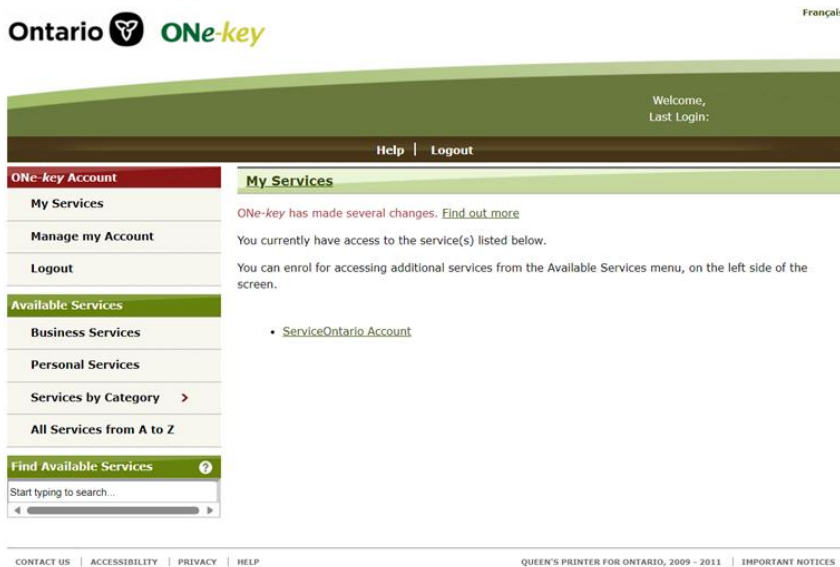
Password:


Sign in

[Can't access your account?](#)

CONTACT US | ACCESSIBILITY | PRIVACY | HELP © QUEEN'S PRINTER FOR ONTARIO, 2009 - 2011 | IMPORTANT NOTICES
Last Modified: May 26, 2011

STEP 2: Select ServiceOntario Account



Ontario  **ONe-key** Français

Welcome,
Last Login:

Help | Logout

ONe-key Account

- My Services
- Manage my Account
- Logout

Available Services

- Business Services
- Personal Services
- Services by Category >
- All Services from A to Z

Find Available Services ?

Start typing to search...

My Services

ONe-key has made several changes. [Find out more](#)

You currently have access to the service(s) listed below.

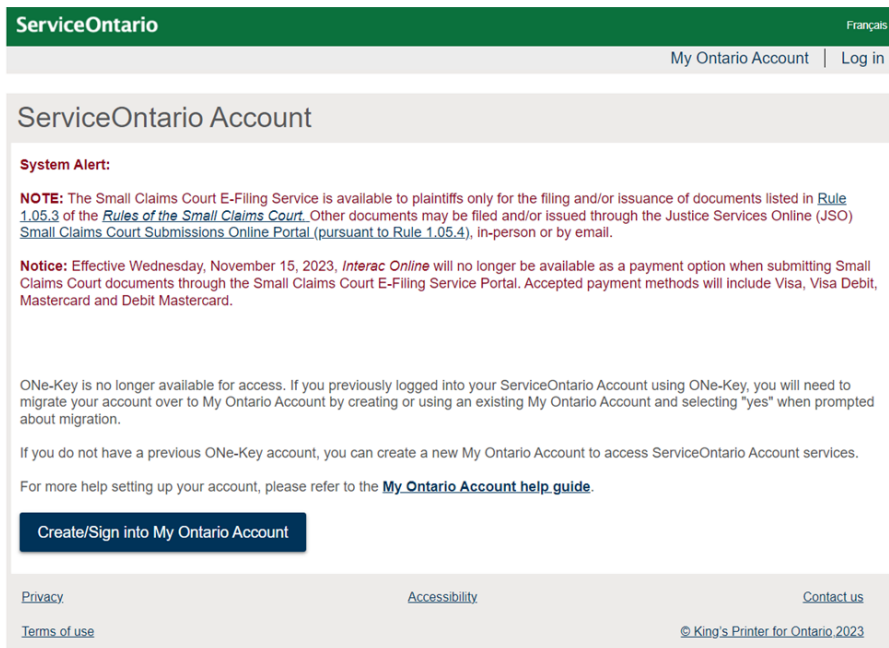
You can enrol for accessing additional services from the Available Services menu, on the left side of the screen.

- [ServiceOntario Account](#)

CONTACT US | ACCESSIBILITY | PRIVACY | HELP QUEEN'S PRINTER FOR ONTARIO, 2009 - 2011 | IMPORTANT NOTICES

STEP 3: Set up you're MY ONTARIO ACCOUNT

(If you have already set up your My Ontario Account, please skip to step 4.)



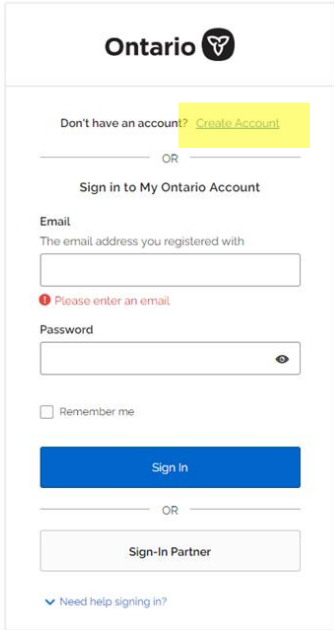
The screenshot shows the ServiceOntario website interface. At the top, there is a green header with the ServiceOntario logo on the left and the word "Français" on the right. Below the header, there is a navigation bar with "My Ontario Account" and "Log in" links. The main content area is titled "ServiceOntario Account" and contains a "System Alert" section. The alert includes a "NOTE" about the Small Claims Court E-Filing Service and a "Notice" about the discontinuation of Interac Online as a payment option. Below the alert, there is a paragraph explaining the migration from ONe-Key to My Ontario Account. A prominent blue button labeled "Create/Sign into My Ontario Account" is centered on the page. At the bottom, there are links for "Privacy", "Accessibility", and "Contact us", along with a copyright notice for King's Printer for Ontario 2023.

Click **“Create/Sign into My Ontario Account”**.

If you have set up your My Ontario Account, please skip to step 4.

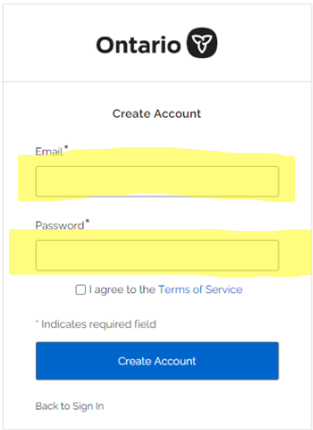
If you need further support, please click on the link for the [My Ontario Account help guide](#).

STEP 3a: Create Account



The screenshot shows the Ontario Sign in page. At the top, there is the Ontario logo and the text "Ontario". Below this, there is a link "Don't have an account? [Create Account](#)". A horizontal line with "OR" in the center separates this from the "Sign in to My Ontario Account" section. This section contains an "Email" field with the placeholder text "The email address you registered with" and a red error message "Please enter an email". Below the email field is a "Password" field with an eye icon. There is a "Remember me" checkbox. A blue "Sign in" button is positioned below the password field. Another horizontal line with "OR" in the center separates this from a grey "Sign-In Partner" button. At the bottom, there is a link "Need help signing in?" with a downward arrow.

STEP 3b: Fill in your details

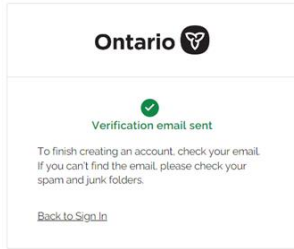


The screenshot shows the Ontario Create Account page. At the top, there is the Ontario logo and the text "Ontario". Below this, there is the text "Create Account". There are two input fields: "Email*" and "Password*", both of which are highlighted in yellow. Below the password field is a checkbox "I agree to the Terms of Service". A small asterisk note says "* Indicates required field". A blue "Create Account" button is at the bottom. A link "Back to Sign in" is located at the very bottom of the form.

And click "Create Account" button

STEP 3c: Check your email for verification

(Do this immediately, as your link will expire in 1 hour.)



The email will look like this:



Un message en français suit.

Hello,

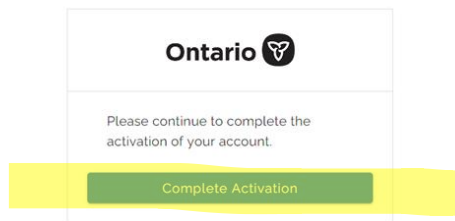
The set up of your account is a two-step process. First, please verify your email address by clicking the following link. Next, you'll be redirected to a page to complete the activation of your account:



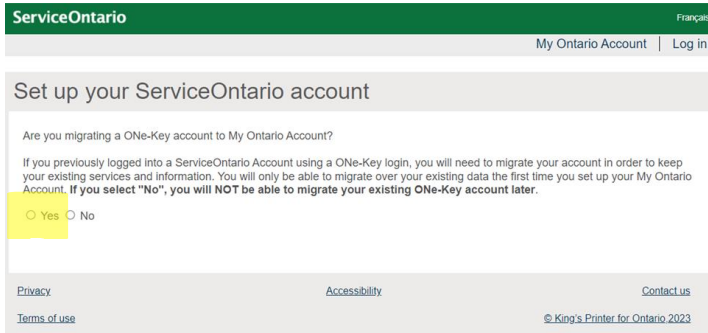
This link will expire in 1 hour.

Choose "Start Activation"

STEP 3d: Complete Activation



STEP 3e: Complete Activation



ServiceOntario Français

My Ontario Account | Log in

Set up your ServiceOntario account

Are you migrating a ONe-Key account to My Ontario Account?

If you previously logged into a ServiceOntario Account using a ONe-Key login, you will need to migrate your account in order to keep your existing services and information. You will only be able to migrate over your existing data the first time you set up your My Ontario Account. **If you select "No", you will NOT be able to migrate your existing ONe-Key account later.**

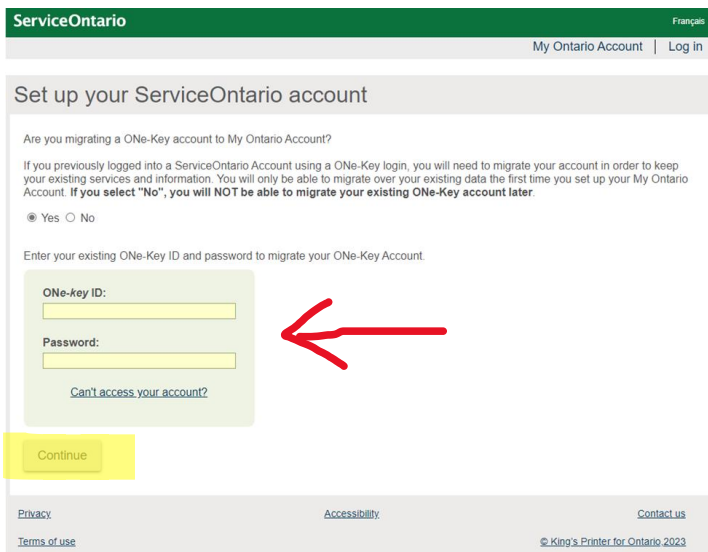
Yes No

[Privacy](#) [Accessibility](#) [Contact Us](#)

[Terms of use](#) [© King's Printer for Ontario 2023](#)

Choose "Yes"

STEP 3f: Enter your ONe-key ID and Password



ServiceOntario Français

My Ontario Account | Log in

Set up your ServiceOntario account

Are you migrating a ONe-Key account to My Ontario Account?

If you previously logged into a ServiceOntario Account using a ONe-Key login, you will need to migrate your account in order to keep your existing services and information. You will only be able to migrate over your existing data the first time you set up your My Ontario Account. **If you select "No", you will NOT be able to migrate your existing ONe-Key account later.**

Yes No

Enter your existing ONe-Key ID and password to migrate your ONe-Key Account.

ONE-key ID:

Password:

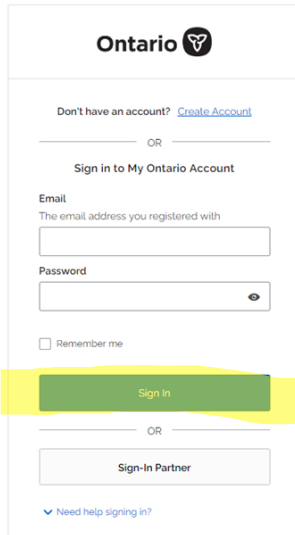
[Can't access your account?](#)


[Privacy](#) [Accessibility](#) [Contact Us](#)

[Terms of use](#) [© King's Printer for Ontario 2023](#)

Then Choose "Continue"

STEP 4: Log into your MY ONTARIO ACCOUNT



Ontario 

Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email
The email address you registered with

Password

Remember me

Sign In

OR

Sign-In Partner

[Need help signing in?](#)



STEP 5: Add Profile

Account homepage

Note: For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

Account homepage

Activities

Profiles

1919850 Ontario Limited

Profile 1

Account settings

Account help

ServiceOntario privacy

Terms and conditions

Recommended

- Add a service
- Add a profile**
- Add a delegate
- Redeem delegate PIN

Enrolled services

Click on the profile name in the left menu to view only those services for the selected profile.

Date ▼	Service name
You are not currently enrolled in any services. Add a service.	

Activities (View most recent , [View all](#))

Date/time ▼	Activity	Status
You have no activities		

View activities by month:

Messages (View most recent , [View all](#))

Date/time ▼	Subject	From
You have no messages.		

View messages by month:

Complete the information required in the “add a profile” section.

STEP 6: Add a service

Note: For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

Account homepage **Add a service**

Activities

Profiles

1919850 Ontario Limited

Profile 1

Account settings

Account help

ServiceOntario privacy

Terms and conditions

Recommended

- Add a service**
- Add a profile
- Add a delegate
- Redeem delegate PIN

Featured services

To enrol in a service click on the “Start now” link. If you are already enrolled in the service, you will be redirected to the service automatically. **Action**

Business accounts View your business information associated with your licences, permits, registrations and certifications for government programs that have adopted the business number. Learn more	Start now
Coroner certificate approvers (for authorized coroners only) Authorized coroners can view and approve requests from funeral establishments, crematoriums or transfer service operators online. Learn more	Start now
Environmental permissions Access the platform to obtain environmental permissions such as approvals, licences, permits, and registrations. Learn more	Start now
Ontario business registry Register your business in Ontario and manage information about it. Learn more	Start now
Private security and investigative services Register, renew, or update your Individual, Agency or Registered Employer Licence. Learn more	Start now
Small claims eFiling File and manage your small claims. Learn more	Start now

Then click “Start now”.

STEP 7: Choose Annual Returns

Ontario Business Registry

The new Ontario Business Registry allows businesses and not-for-profit corporations to complete over 90 transactions online, including registering, incorporating, and updating their information.

On this page

1. Overview
2. Access the registry
3. Notices of filing requirements
4. Service providers
5. Law, accounting, and search firms
6. Co-operatives
7. Annual returns
8. Company information
9. Contact us

Click here

Overview

Online government services are critical, not only to individual citizens, but also to businesses and not-for-profit corporations of all sizes.

To serve Ontario better, we have launched the Ontario Business Registry, which offers simpler, faster, and more convenient access for organizations that are registered, incorporated, or licensed to carry on business in Ontario.

Related

- Notices of filing requirements
- Fee structure
- Mail-in or email forms

STEP 8: Access your corporation's Ontario Business Registry profile

Annual returns

You can file your annual return directly in the Ontario Business Registry.

On May 15, 2021, the Canada Revenue Agency stopped accepting corporations' annual returns on behalf of the Ministry of Government and Consumer Services (MGCS).

From May 15, 2021 through October 18, 2021, corporations whose annual returns were due during that period we exempt, meaning these corporations did not have to file an annual return for 2021.

Corporations who have an annual return due after October 18, 2021 must file their annual returns, which they can now do directly in the registry.

To file your corporation's annual return, go to the corporation's registry profile and select the "Make Changes" drop-down list. On that drop-down list, you will find the option to file an annual return.

Access your corporation's Ontario Business Registry profile

Click here

Company information




It is the responsibility of the business or not-for-profit corporation to keep their information on the

STEP 9: Find your Business


Search for the business you want to link to your ServiceOntario account profile.

To access a business or not-for-profit corporation profile, to make filings under business statutes, you will need its company key. A company key is similar to the Personal Identification Number (PIN) you use at the bank or to access other online accounts or services.

Search by using one of these:

- Legal business name 
- Ontario Corporation Number(OCN) 
- Business Identification Number(BIN) 

Enter your company name here



Search results

Select the business you want to link to your ServiceOntario account profile.

[1919850 ONTARIO LIMITED](#)

["B" CORP.](#)

["DAILY FRESH" DONUTS LIMITED](#)

["DOUBLE D" CATERING & VENDING SERVICES LIMITED](#)

["PULL!" RELOADING SUPPLIES LTD.](#)

["WAFLECRETE" ONTARIO LIMITED](#)

["ZZ" ENTERTAINMENT INC.](#)

["ZZ" METHOD DRIVING SCHOOLS OF ONTARIO LIMITED](#)

STEP 10: Enter your Company Key

Provide company key

Your company name will show here

1234567890 ONTARIO LIMITED [Search again](#)

To finish linking your ServiceOntario account to your business, enter the company key that was provided to you.

Company key

Enter your company key

If you don't have your company key, you can [get your company key](#) online.

I am an authorized representative of this business.

[Continue](#)

Need help? Here's how to reach us:

[Ask us online](#)

Call our Business Info Line at 1-888-745-8888 or TTY toll-free at 1-800-268-7095

You can also [rate our service](#).

STEP 11: Input Company Details

Start with Filing year, and complete mandatory fields.

Step 1 of 6
Year

Enter filing year

[Help](#)

Annual Return Year *

Your progress

- 1. Year
- 2. [Address](#)
- 3. [Director\(s\)](#)
- 4. [Officer\(s\)](#)
- 5. [Certification](#)
- 6. [Review](#)

Primary Activity *

Official Email *

Confirm Official Email *

STEP 12: Update Address if necessary

STEP 13: Enter Directors as required

current and accurate, as is required by the Corporations Information Act. If the number of individuals named as active directors does not match the fixed number of directors or is not between the minimum and maximum number of directors, you will need to file an Articles of Amendment immediately to ensure the corporation is in compliance with the Act. The fixed number or minimum/maximum number of directors can only be changed through filing an Articles of Amendment.

Choose **Add a Director** to report the date on which an individual became a director.

Choose **Edit** to report a change in an existing director information. Please note that the change will be shown as of the date of filing and cannot be retroactive.

Choose **Cease Director** when reporting the date that a director stopped holding the position.

Choose **Remove Director** when an individual has mistakenly been reported more than once, or when an individual has **mistakenly** been reported as a director. This remove function cannot be reversed. To report the date that a director stopped holding a position, use **Cease** instead.

Minimum Number of Directors 1

Maximum Number of Directors 1

[+ Add a Director](#)

Name

Email Address

Resident Canadian? Yes

Address for Service

[Edit](#)

Your name, address and contact details should be populated here; if you need to make a change, click on the 'edit' button

Your progress

1. [Year](#) ✓
2. [Address](#) ✓
3. [Director\(s\)](#)
4. [Officer\(s\)](#)
5. [Certification](#)
6. [Review](#)

STEP 14: Update Officers if necessary

STEP 15: Complete Certification

Certifying *

- Director or Officer
- An individual who has been authorized by the directors of the corporation to verify the return or notice and who has knowledge of the affairs of the corporation.

Select from Directors or Officers *

Mustafa DOSSAJEE (Director)

Name

Position

Address for Service

The individual named above has certified that all information set out in this filing is true, correct and complete *

Your progress

1. [Year](#) ✓
2. [Address](#) ✓
3. [Director\(s\)](#) ✓
4. [Officer\(s\)](#) ✓
5. [Certification](#)
6. [Review](#)

Select from Directors or Officers; name position and address for service will be populated.

Note: Sections 13 and 14 of the Ontario Corporations Information Act provides penalties for contravening the Act, including making false or misleading statement or omissions.

The box (see on the left) should be checked

STEP 15: Review Information

Click Submit/Complete to file your return. Please follow this step for EVERY company.

[Year](#) ✓ Complete [Edit](#)

Annual Return Year: 2021

Primary Activity Code: 551

Primary Activity: Management of companies and enterprises

Official Email:

[Address](#) ✓ Complete [Edit](#)

Current Registered or Head Office Address:

[Director\(s\)](#) ✓ Complete [Edit](#)

Minimum Number of Directors: 1

Maximum Number of Directors: 1

Displaying 1-1 of 1 results

Your progress

1. [Year](#) ✓
2. [Address](#) ✓
3. [Director\(s\)](#) ✓
4. [Officer\(s\)](#) ✓
5. [Certification](#) ✓
6. [Review](#)