



Ontario Corporations Information Act Annual Return (2009 and later fiscal year)

1. This worksheet constitutes a *Corporation Information Act* Annual Return form under the *Ontario Corporations Information Act* (CIA). This annual return should be completed by charities registered under the *Income Tax Act* (ITA) that are corporations incorporated, continued, or amalgamated in Ontario and subject to the *Ontario Corporations Act* (CA).
2. It is the corporation's responsibility to ensure that the information shown on the Ontario Ministry of Government Services (MGS) public record is accurate and up to date.
3. Complete Parts 1 to 4. Complete Parts 5 to 7 only to report changes in the information recorded on the MGS public record. Note: To make changes to the address information in Part 2, Part 5 and Part 7 the Street name field must be completed.
4. In accordance with the CIA, this annual return must set out the required information for the corporation as of the date of delivery. The MGS considers this annual return delivered on the date that it is filed with the Canada Revenue Agency (CRA), together with the Form T3010, *Registered Charity Information Return*. A completed annual return must be delivered within six (6) months after the end of the corporation's fiscal year-end.
5. This information is collected under the authority of the CIA. It will be transmitted to the MGS for the purpose of recording the information on the public record maintained by the MGS.
6. Charities that complete this worksheet must still complete CRA's Form T1235, *Directors/Trustees and Like Officials Worksheet*, included in all Form T3010 packages.

Part 1 – Identification

700 Name of corporation (exactly as shown on the MGS public record)					
701 Date of incorporation or amalgamation, whichever is the most recent	Year	Month	Day	702 Ontario Corporation Number (OCN)	

Part 2 – Head or registered office address (P.O. box alone is not sufficient)

Set out the head or registered office address in full.

703 Care of (if applicable)			
704 Street number	705 Street name/Rural route/Lot and concession number	706 Suite number	
707 Additional address information			
708 Municipality (city, town, etc.)	709 Province/State	710 Country	711 Postal/Zip code

Part 3 – Change identifier

Have there been any changes in the information most recently filed for the public record maintained by the MGS with respect to names, addresses for service, and the date elected/appointed and date ceased for the directors and five most senior officers, or the corporation's mailing address or language of preference? Obtain a Corporation Profile Report to review the information shown for the corporation on the public record maintained by the MGS. For more information, visit www.ServiceOntario.ca.

If there have been no changes, please check this box and then go to Part 4 Certification. If there are changes, leave this box blank, complete Parts 5 to 7 as applicable, and then go to Part 4 Certification.

Part 4 – Certification

I certify that all information set out in this *Ontario Corporations Information Act* Annual Return is true, correct, and complete.

712 _____ **713** _____ **714** _____

Last name
First name
Middle name(s)

I am a: (check the appropriate box below)

715 Director Officer Other individual having knowledge of the affairs of the corporation

Note: Completing the certification section is mandatory. Sections 13 and 14 of the *Ontario Corporation Information Act* provide penalties for making false or misleading statements or omissions.

Complete the applicable Parts in full to report changes in the information recorded on the MGS public record.

Part 5 – Mailing address

716 Check only one of the following boxes:

- Do not show a mailing address on the MGS public record.
- The corporation's mailing address is the same as the head or registered office address in Part 2 of this worksheet.
- The corporation's complete mailing address is as follows:

717 Care of (if applicable)

718 Street number **719** Street name/Rural route/Lot and concession number **720** Suite number

721 Additional address information

722 Municipality (city, town, etc.) **723** Province/State **724** Country **725** Postal/Zip code

Part 6 – Language of preference

If there has been a change to the language of preference, check the appropriate box below. This is the language of preference recorded on the MGS public record for communication with the corporation.

726 English French

Part 7 – Director/Officer Information

If there have been any changes to the information for the corporation's directors or five most senior officers, complete this Part for each individual as follows:

- 1. Director:** If the individual named in this Part is a Director (or must be reported ceased as a Director), complete boxes 727 to 739.
- 2. Officer:** If the individual named in this Part is one of the corporation's five most senior Officers (or must be reported ceased in an Officer position(s)), complete boxes 727 to 737 and the applicable boxes from 740 to 785.
- 3. Director and Officer:** If the individual named in this Part is a Director and one of the corporation's five most senior Officers (or must be reported ceased in these position(s)), complete boxes 727 to 737 and the applicable boxes from 738 to 785. If a ceased date is reported, ensure that the original appointed/elected date is also provided in the corresponding box.
- 4.** The corporation is required to show information on the MGS public record for all its Directors and a maximum of its five most senior officer positions. If the MGS public record shows more than five Officer positions, report ceased dates (and the original appointed/elected date) for all except the corporation's five most senior Officer positions.
- 5.** Photocopy the following page and complete Part 7 for each additional individual for whom Director/Officer information changes are being made.
- 6.** To report changes to the name of a director/officer, or changes to both the address and date elected/appointed of a director/officer, enter the director/officer information exactly as shown incorrectly on the public record, with a ceased date (and the original appointed/elected date). Then photocopy and complete Part 7 with the correct director/officer information.

Part 7 – Director/Officer Information (continued)

Full name and address for service (P.O. box alone is not sufficient). The name entered in boxes 727 to 729 must be exactly as shown on the MGS public record, if applicable.

727 Last name	728 First name	729 Middle name(s)
730 Street number	731 Street name/Rural route/Lot and concession number	732 Suite number
733 Additional address information		
734 Municipality (city, town, etc.)	735 Province/State	736 Country
		737 Postal/Zip code

		Date Elected/ Appointed				Date Ceased, if applicable		
		Year	Month	Day		Year	Month	Day
Director	738				739			
Officers								
President	740				741			
Secretary	742				743			
Treasurer	744				745			
General Manager	746				747			
Chair	748				749			
Chair Person	750				751			
Chairman	752				753			
Chairwoman	754				755			
Vice-Chair	756				757			
Vice-President	758				759			
Assistant Secretary	760				761			
Assistant Treasurer	762				763			
Chief Manager	764				765			
Executive Director	766				767			
Managing Director	768				769			
Chief Executive Officer	770				771			
Chief Financial Officer	772				773			
Chief Information Officer	774				775			
Chief Operating Officer	776				777			
Chief Administrative Officer	778				779			
Comptroller	780				781			
Authorized Signing Officer	782				783			
Other (untitled)	784				785			