

CYBERBAHN

ENTREPRENEURIAL SOLUTIONS INCORPORATIONS

User Manual Help and Instructions

CYBERBAHN®



Solutions for Entrepreneurs:

Cyberbahn offers solutions to the legal, financial, government and small business markets.

Real people offering you real solutions.

Discover our solution for your profession:

Legal

Financial

Entrepreneurs

Government



Incorporations

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Incorporations

ABOUT CYBERBAHN

Cyberbahn, a Thomson Reuters business delivers definitive solutions to the legal, government, financial and business communities. Focusing on the implementation of technology that transforms our clients' business environments, our comprehensive solutions include: nationwide searches and registrations, court filings, process serving, corporate database management software, incorporation supplies, document generation software, and law clerk outsourcing services.

Our mission is to fully satisfy the strategic objectives of our clients—to address clients' needs by delivering value driven and cost-effective solutions through the convergence of people, process and the latest technologies.

We believe in fostering a culture of partnership and integrity and in building a company that thrives on quality, service and innovation. Our 25 years of continuous growth is a testament to the confidence which our clients have placed in us as well as the dedication of our team of professionals.

Our cumulative expertise, extensive business network and constant commitment to service excellence have earned us frontline positioning as a leader in the online search and filing industry. Our focus and commitment to our clients, delivering solutions that truly impact our clients' business environments make Cyberbahn a sought out resource by professionals across multiple industries.

CYBERBAHN CONTACTS

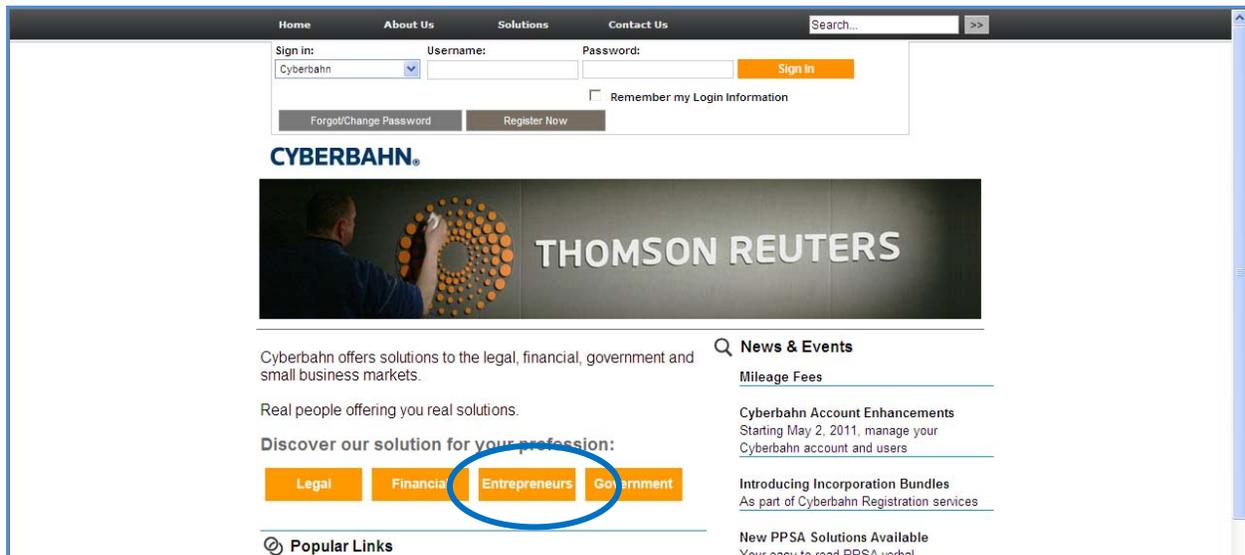
Customer Service Representatives

Online Group
333 Bay Street
Suite 400, P.O. Box 11
Toronto, ON M5H 2R2
Toll Free: 1-800-267-0183
Telephone: (416) 306-3070
Fax: (416) 348-0031
E: Cyberbahn.onlineinfo@thomsonreuters.com

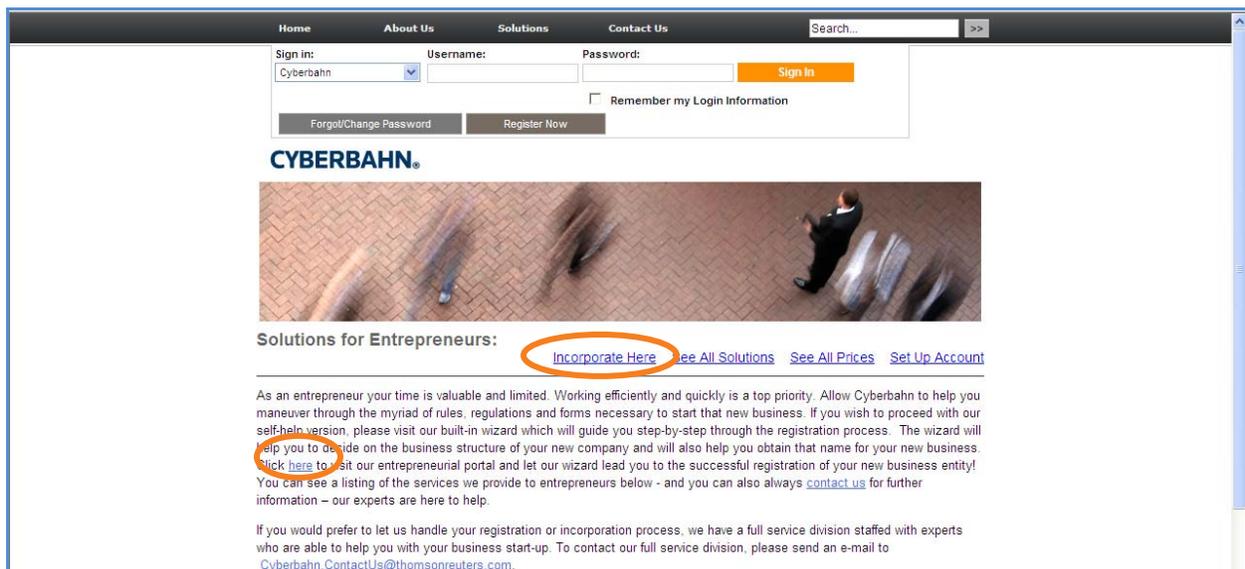
Incorporations

LOG INTO THE SYSTEM

- To get started go to www.cyberbahngroup.com
- Click on the red 'Entrepreneurs' box located in the middle of the page



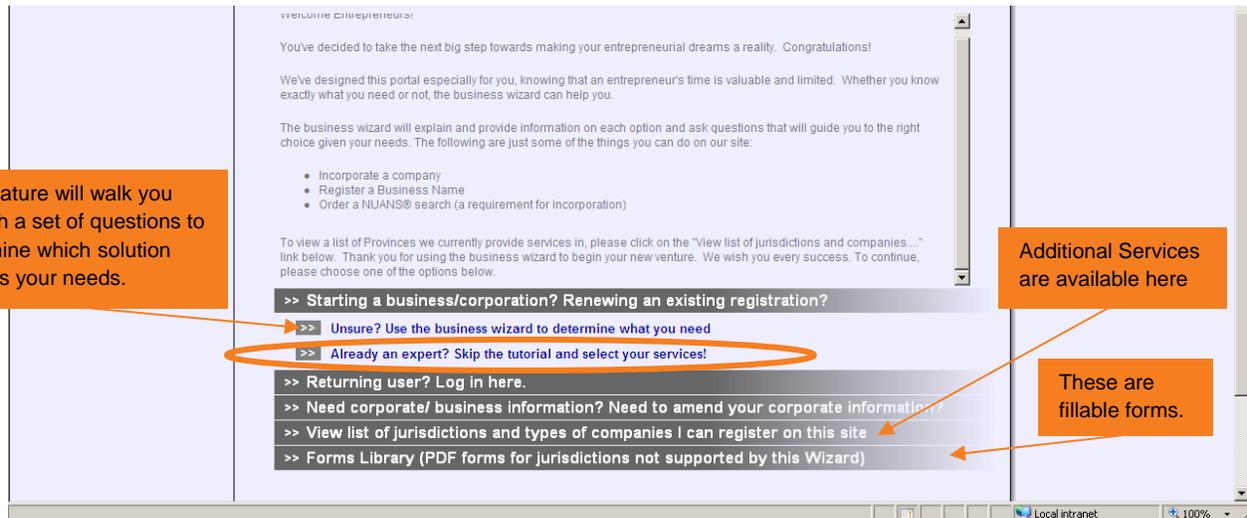
- Click on '[here](#)' in the middle of the page or '[Incorporate Here](#)' to enter the entrepreneurial portal



Incorporations

REGISTERING A CORPORATION/BUSINESS

Click on 'Already an expert? Skip the tutorial and select your services!' to get started. **(Please note that you can also choose to answer the questions within the product wizard if unsure on how to proceed.)**



PRODUCT SELECTION

- You will now be presented with your Product Selection. Please see **Appendix A** for a detailed product description.

Incorporations

Package A will be used to demonstrate the ordering process

- From your product selection page, click on 'Package A – Named Ontario Incorporation'

>> Product Selection

Package A - Named Ontario Incorporation	Package B - Numbered Ontario Incorporation	Package C - Named Federal Incorporation	Package D - Numbered Federal Incorporation	Package E - Ontario Business Registration (New)	Package F - Ontario Business Registration (Renewal)
Package G - Nationwide Named Articles of Inc.	Package H - Nationwide Business Name Reg.	Package I - Nationwide Numbered Articles of Inc.			

You have selected Package A - Named Ontario Incorporation.

- The suggested products are selected below.
- For further information on a product, please select the linked product name.
- If you wish to proceed with this list of products, please select 'Order' to continue or de-select any products you do not wish to purchase prior to continuing.
- Prices listed below do not include applicable taxes.

Preliminary Name Search

NUANS Name Search \$49.95

Named Articles of Incorporation (Ontario) \$355.00

Corporate Supplies Package

Total Cost: \$404.95

Please Note: Only the minimum requirements that will allow you to submit the request are automatically checked off. However, we **strongly recommend** ordering the whole package so you don't incur extra charges later or are missing important information. For example, if you don't request a preliminary name search and the proposed name already exists, you will need to order a new NUANS Name Search!

- Select all 4 boxes for a complete incorporation

>> Product Selection

Package A - Named Ontario Incorporation	Package B - Numbered Ontario Incorporation	Package C - Named Federal Incorporation	Package D - Numbered Federal Incorporation	Package E - Ontario Business Registration (New)	Package F - Ontario Business Registration (Renewal)
Package G - Nationwide Named Articles of Inc.	Package H - Nationwide Business Name Reg.	Package I - Nationwide Numbered Articles of Inc.			

You have selected Package A - Named Ontario Incorporation.

- The suggested products are selected below.
- For further information on a product, please select the linked product name.
- If you wish to proceed with this list of products, please select 'Order' to continue or de-select any products you do not wish to purchase prior to continuing.
- Prices listed below do not include applicable taxes.

Package Type: Attaché

Preliminary Name Search \$0.00

NUANS Name Search \$49.95

Named Articles of Incorporation (Ontario) \$355.00

Corporate Supplies Package \$110.40

Total Cost: \$515.35

[Go to Wizard start](#)

- Select your package type. Package type refers to your corporate supplies package. Here you are choosing the style of minute book. For a description on the minute book styles see **Appendix B**. For this particular example, we will select the 'Legacy' Minute book.
- Click on 'Order' to continue.

Incorporations

>> Product Selection

Package A - Named Ontario Incorporation	Package B - Numbered Ontario Incorporation	Package C - Named Federal Incorporation	Package D - Numbered Federal Incorporation	Package E - Ontario Business Registration (New)	Package F - Ontario Business Registration (Renewal)
Package G - Nationwide Named Articles of Inc.	Package H - Nationwide Business Name Reg.	Package I - Nationwide Numbered Articles of Inc.			

You have selected Package A - Named Ontario Incorporation.

- The suggested products are selected below.
- For further information on a product, please select the linked product name.
- If you wish to proceed with this list of products, please select 'Order' to continue or de-select any products you do not wish to purchase prior to continuing.
- Prices listed below do not include applicable taxes.

Package Type: **1** Attaché

<input checked="" type="checkbox"/> Preliminary Name Search	\$0.00
<input checked="" type="checkbox"/> NUANS Name Search	\$49.95
<input checked="" type="checkbox"/> Named Articles of Incorporation (Ontario)	\$355.00
<input checked="" type="checkbox"/> Corporate Supplies Package	\$110.40

Total Cost: \$515.35

2 Order >>

[Go to Wizard start](#)

LOGIN

After you have ordered your package, you will be taken to a login page where you will either have to sign in as a new user or an existing user.

To demonstrate the process, we will login as a new user.

- Click [here](#) under Option 1: **New?** to set up your profile.

My Account | Packages | Wizard | Log Out | Home

My Package

Login

Welcome to Cyberbahn's Business Wizard.

Username:

Password:

Remember my Login Information.

Hi! You are currently viewing this page either because you have just purchased an Entrepreneur package or because you are logging in to continue working on your transactions. Please select one of the options below in order to continue

Option 1: **New?**
If you do not currently have an account and need to set up a user profile, please [click here](#)

Option 2: **Returning?**
If you are a returning Entrepreneurial Website account holder, please enter your user name (your Last Name) and your password to log in.

Forgotten Password?
If you have forgotten your password, please contact Cyberbahn Customer Service (416-595-9522 / 1-800-806-0003 (toll free) / info@cyberbahn.ca) Mon-Fri 8.00 a.m. - 18.00 p.m. E.S.T. or click on [Forgot Password](#)

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ON-LINE CREDIT CARD REGISTRATION FORM

Three things will happen on this page:

- Read and Agree to the Subscription Agreement/Privacy Policy
- Fill in all of your identity information
- Submit your on-line credit card registration form

On-line Credit Card Registration Form

I certify that the information provided in this account application is accurate based on the best knowledge available. I have read the [Subscriber Agreement / Privacy Policy](#), and by my use of the website and the services provided I agree to the terms and conditions as established in those documents.

1

2

First Name	Last Name (This will be your Username when logging in)
Suite	Street Number
Street Name	
City	Province/State
Country	Postal/Zip Code
Phone	Email
Choose a password (4-12) characters	
Confirm your password	
Security Question	SELECT
Security Answer	

3

Submit Clear

Please Note: Your Username will be your Last Name

Subscriber Agreement

1. [Acceptance – Full and Beta Services](#)
2. [Rights Granted](#)
3. [Restrictions on Use of Services](#)
4. [Subscriber Responsibilities](#)
5. [Charges and Fees](#)
6. [Release of Information](#)
7. [Indemnification](#)
8. [WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITIES](#)
9. [Termination/Revocation of Rights](#)
10. [General](#)

[NOTE: the terms and conditions of this Agreement were most recently amended as of May 1, 2009]

Cyberbahn, a division of Thomson Reuters Canada Limited ("Cyberbahn") connects its Subscribers to information from various government databases and other services in order to provide and/or allow the Subscriber to carry out:

1. diligence searches;
2. Registrations;
3. Filings of government and court documents;
4. Service of legal process; and
5. services and related products generally in support of the business of law

(all being parts of the "Service, which includes any Beta Service as defined in paragraph 1(a)), and obtain access to content made available through the Service ("Data").

Incorporations

- Once you have submitted your online credit card registration form you will see a 'successfully created credit card profile'
- Click 'log in' to continue

On-line Credit Card Registration Form

I certify that the information provided in this account application is accurate based on the best knowledge available. I have read the [Subscriber Agreement / Privacy Policy](#), and by my use of the website and the services provided I agree to the terms and conditions as established in those documents.

You have successfully created your credit card profile. Please **log in** to start using our credit card services.

First Name	Last Name (This will be your Username when logging in)
<input type="text" value="ROSITA"/>	<input type="text" value="SPERTI"/>
Suite	Street Number
<input type="text" value="5th Floor"/>	<input type="text" value="60"/>
Street Name	
<input type="text" value="Adelaide Street East"/>	
City	Province/State
<input type="text" value="Toronto"/>	<input type="text" value="Ontario"/>
Country	Postal/Zip Code
<input type="text" value="Canada"/>	<input type="text" value="M5C 3E4"/>
Phone	Email
<input type="text" value="(416) 306-3070"/>	<input type="text" value="rosita.sperti@thomsonreuters.com"/>

Choose a password (4-12) characters

Confirm your password

Security Question

Security Answer

LOGIN AFTER USER PROFILE CREATION

- Enter your Username (your Last Name)
- Enter your Password (the one you selected on your registration form)
- Click 'Login'

Login

Welcome to Cyberbahn's Business Wizard.

Username:

Password:

Remember my Login Information.

Hi! You are currently viewing this page either because you have just purchased an Entrepreneur package or because you are logging in to continue working on your transactions. Please select one of the options below in order to continue

Option 1: **New?**
If you do not currently have an account and need to set up a user profile, please click [here](#)

Option 2: **Returning?**
If you are a returning Entrepreneurial Website account holder, please enter your user name (your Last Name) and your password to log in.

Forgotten Password?
If you have forgotten your password, please contact Cyberbahn Customer Service (416-595-9522 / 1-800-806-0003 (toll free) / frank.lippa@legallink.ca) Mon-Fri 8.00 a.m. - 18.00 p.m. E.S.T.

Incorporations

CONFIRMATION

Once you have logged in, you will receive confirmation of your order. Reference will be made to a package and reference ID number, date and particulars of items ordered.

- Proceed to enter your credit card particulars.
- Click on 'Proceed' to continue.

Ontario Articles of Incorporation	\$55.00	\$300.00	\$0.00	\$0.00	\$355.00
Legacy Package With 12 Shares	\$98.95	\$0.00	\$0.00	\$6.95	\$105.90
				Sub Total:	\$510.85
				GST:	\$10.55
				PST:	\$8.48
				Grand Total:	\$529.88

Please note that your credit card will be billed for the entire package at this point. You will not be billed again when you submit your transactions.

Your credit card information will be entirely secure during this transaction. All of your credit information is being transferred in an encrypted state, ensuring that it cannot be viewed by anyone.

1

Payment Method
 Visa
 Master Card
 American Express

Credit Card Number
[Input Field]

Expiration Date
MM [Dropdown] | YY [Dropdown]

Cardholder's Name
[Input Field]

Check to store Credit Card information

Click on the 'Proceed' button in order to submit your request. Please wait for the transaction to be completed before navigating away from the page. If you do not wish to proceed, please select the 'Cancel' button and your request will not be processed. If you are experiencing problems, please contact Customer Service at 1.800.806.0003 or 416.595.9522.

Cancel Proceed 2

PACKAGE CONFIRMATION COMPLETED

This page will confirm that your order has been placed successfully.

Package Confirmation Completed

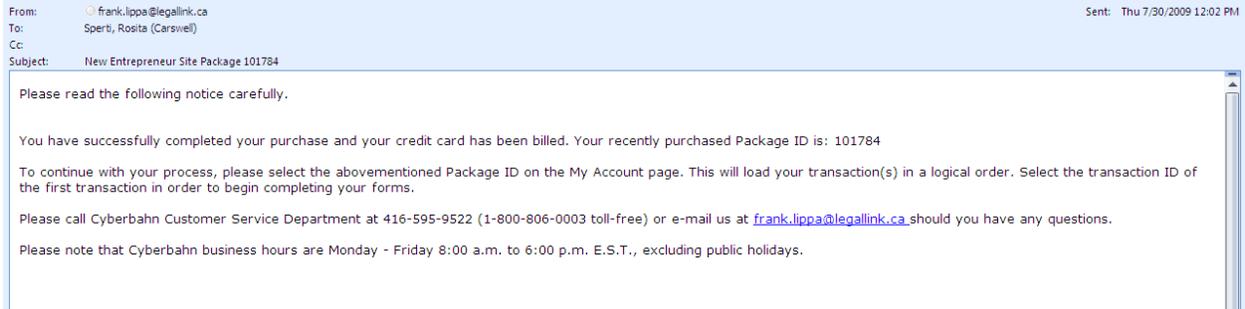
Your request has been submitted. Please click on 'My Account' to continue.

Package ID: 101784
Reference ID: Package A - Named Ontario Incorporation (101784)
Date: 30/07/2009

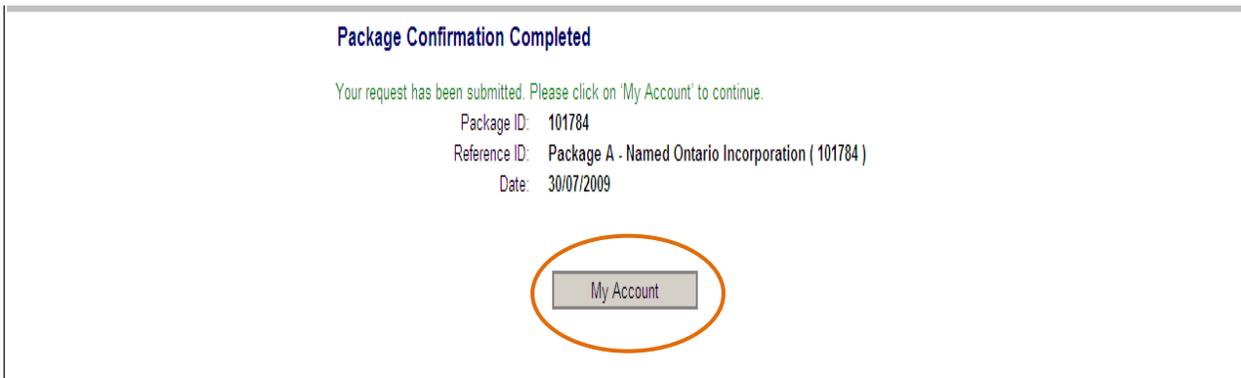
My Account

You will also receive an e-mail notification confirming your purchase with instructions on how to retrieve your reports once completed.

Incorporations

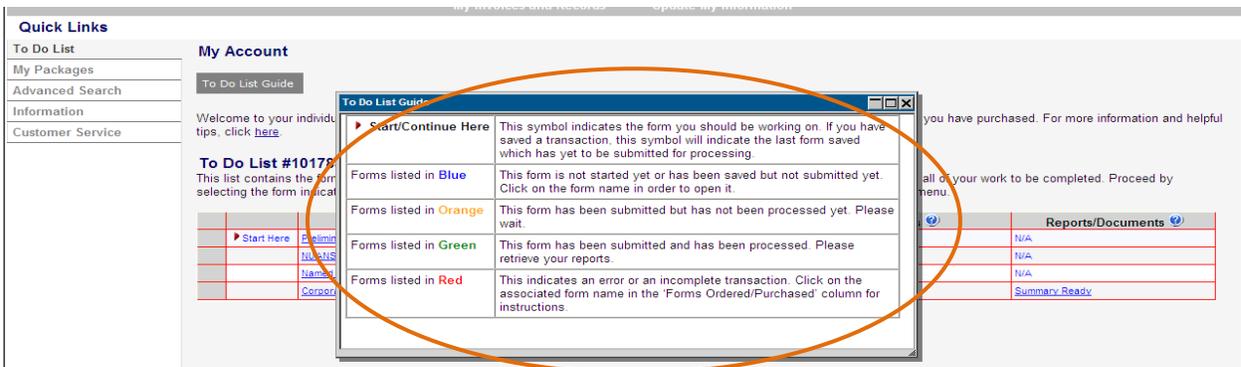


- From the Page Confirmation Completed Page, click on 'My Account'



MY ACCOUNT

- A To Do List page will appear indicating which forms you should be working on. A To Do List Guide page will appear to explain that all forms are colour coded and represent different transaction statuses. Please see **Appendix C** for your To Do Guide List.



- Click on the 'X' to close your To Do List Guide
- This page contains all items purchased. You will now need to complete all of your forms online. Click on 'Preliminary Name Search' to begin filling in your forms.

Incorporations

These links show you where you are in the transaction

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

My Account

To Do List Guide

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the ▶ symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

	Forms Ordered/Purchased	Status	Reports/Documents
▶ Start Here	Preliminary Name Search (101783)	Not Submitted	N/A
	NUANS Name Search (101782)	Not Submitted	N/A
	Named Articles of Incorporation (Ontario) (101781)	Not Submitted	N/A
	Corporate Supplies Package (101780)	Not Submitted	Summary Ready

See Appendix D

Status Check

NUANS NAME SEARCHES

- You will now fill in details regarding your NUANS name search. Your reference section is already pre-populated. Click on 'Next' to continue

Want to return to your package summary? Click here

» My Package

My Reference Section
* Indicates a required field

Reference ID * [What's this?](#) Date

Package A - Named Ontario Incorporation (101784) 7/30/2009

First Name * Last Name *

ROSITA SPERTI

Phone Number (Include Area Code) * FAX (Include Area Code)

(416) 306-3070

Email *

rosita.sperti@thomsonreuters.com

Step 1 of 2

Next >

- List your proposed corporate name(s). You can enter up to 5 different names.
- Tell us the jurisdiction of incorporation
- Let us know of any related names – similar names where you the applicant is a owner of (if applicable)
- Click on 'Next' to continue

Incorporations

(Your results will be delivered by e-mail)

The screenshot shows a web form titled "My Package" with a sidebar on the left containing navigation links: My Reference Section, Search Form, Summary, Validation, Submit Name, and Information. The main form area contains several input fields: "Third Choice - Optional", "Fourth Choice - Optional", and "Fifth Choice - Optional". Below these is a "Jurisdiction" section with radio buttons for "Ontario" (selected), "Federal", and "Other: [-Select-]". This is followed by a "Names of Related Corporations (if applicable)" field. A yellow highlighted box indicates the "Delivery Method of Preliminary Results" is "Delivery of all documents will be made via email." At the bottom, there are navigation buttons: "< Prev" and "Next >". Orange annotations include a circle around the "Third Choice" field (1), circles around the "Jurisdiction" and "Names of Related Corporations" fields (2), a circle around the "Next >" button (4), and a bracket around the "Names of Related Corporations" and "Delivery Method" fields (3).

- Click on 'Submit Name' on the Summary of Preliminary Search Request page

The screenshot shows the "Summary of Preliminary Search Request" page. It features a sidebar with navigation links: My Reference Section, Search Form, Summary, Validation, Submit Name, and Information. The main content area includes a "Help" button and a "Your Reference Information" section with the following details: Your Reference ID: Package A - Named Ontario Incorporation (101784), Current Date: 2009/7/30, Your Name: ROSTIA SPERTI, Your Phone Number: (416) 306-3070, Your Fax: , Your Email: rosita.sperti@thomsonreuters.com. Below this is a "Preliminary Search" section with: Proposed Corporate Name(s): Test Inc., Jurisdiction: Ontario, Names of Related Corporations: , and Delivery Method of Preliminary Results: Email. A "Submit Name" button is highlighted with an orange circle.

- The system will validate the information and take you to a confirmation page. Click 'Submit Request'

Incorporations

» My Package

Confirmation

Help

Date of Filing: 7/30/2009
Name: Test Inc.
Jurisdiction: Ontario
Package List ID: 101784
Form ID: 101783

To submit the Transaction, click 'Submit Request' button.

Submit Request Cancel

This page will confirm that your preliminary search request has been placed successfully.

- Click 'OK to proceed to My Account'

» My Package

Filing NUANS Completed

Help

Delivery of all documents and further information will be made via e-mail to the e-mail address you have supplied to us. Please review this important information as it relates to both this as well as future transactions you may be required to file.

Your Request has been submitted.

User Identification: 30040001
Package List ID: 101784
Form ID: 101783
Name Searched: Test Inc.
Transaction Time: 2:25:37 PM
Request Type: Preliminary Search

Click on 'My Account' to return to My Account page.

My Account

Windows Internet Explorer
Click OK to proceed to My Account.
OK Cancel

You will also receive an e-mail notification confirming the transaction request. **(Please Note: You will receive an e-mail notification for all forms ordered – thus you will receive a total of anywhere from 3 to 5 e-mail notifications).**

From: Cyberbahn Inc. [frank.lippa@legalink.ca]
To: Spert, Rosita (Carswell)
Cc:
Subject: Important information from Cyberbahn about your transaction.

Sent: Thu 7/30/2009 2:26 PM

Please read the following notice carefully.

Your transaction request has been received and will be submitted for processing. Your unique Form/Transaction ID is: 101783

To receive further details about the status of your transactions, go to the "My Account" page. Your latest package purchased will be displayed and the status of each form can be seen in the "To Do List" status column.

About Your Preliminary Name Search:

- Your Preliminary Name Search request has been received and will be submitted for processing shortly.
- **Please Note: This search is only processed on business days (excluding holidays) from 8:15 a.m. to 5:30 pm EST and can take up to 30 minutes to process.**
- Your Preliminary Name Search report will be e-mailed to the e-mail address you submitted to us. Please wait for this report BEFORE you submit your NUANS Name Search request.
- If you wish to log off from the Cyberbahn website, you can access your "To Do List" by returning to the website and going to the "My Account" page, where you can continue with your process.

Incorporations

MY ACCOUNT

- Continue to select the next item on your To Do List. Click on 'NUANS Name Search'

Quick Links

To Do List

My Packages

Advanced Search

Information

Customer Service

My Account

To Do List Guide

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted by selecting the form indicated by the **P** symbol. To search for your packages, select the 'My Packages' link from the [To Do List](#) section.

	Forms Ordered/Purchased	Status	Reports/Documents
Start Here	Preliminary Name Search (101783)	Pending	Summary Ready
	NUANS Name Search (101782)	Not Submitted	N/A
	Named Articles of Incorporation (Ontario) (101781)	Not Submitted	N/A
	Corporate Supplies Package (101780)	Not Submitted	Summary Ready

NUANS NAME SEARCH REPORTS

The process for ordering your NUANS report is identical to the above process. Follow these steps:

Step 1 of 3

Reference ID * Date

Package A - Named Ontario Incorporation (10178)

First Name * Last Name *

Phone Number (Include Area Code) * Fax (Include Area Code)

Email *

Next >

Step 2 of 3

Proposed Corporate Name

Jurisdiction

Ontario Manitoba Québec

Federal New Brunswick Saskatchewan

Trademark Report Newfoundland Yukon

Alberta Nova Scotia Northwest Territories

British Columbia Prince Edward Island Nunavut

For an Inquiry Report (without name reservation), select here.

Next >

Step 3 of 3

Corporate Name:

Jurisdiction: Ontario

Confirm type of Name Search

NUANS Name reservation

Purpose of Search - Select One

Corporation with Share Capital

Corporation without Share Capital

Amalgamation

Change of name from:

Extra Provincial Licence coming from:

Continuance from:

Business Name Registration

Please Specify

Step 4 of 3

Significance/Derivation of Keyword in Name

Proposed Nature of Business (If known)

Names of Related Businesses/Corporations (If applicable)

Delivery method:

Delivery of all documents will be made via email.

Next >

If you check this off, you will not be able to file your Articles of Incorporation

Incorporations

» My Package

Summary of Name Requisition

[Help](#)

Your Reference Information

Your Reference ID: **Package A - Named Ontario Incorporation (101784)** Current Date: 2009/7/30
Your Name: **ROSITA SPERTI** YYYYY/MM/DD
Your Phone Number: **(416) 306-3070**
Your Fax:
Your Email: **rosita.sperti@thomsonreuters.com**

Name Requisition

Proposed Corporate Name:
Test Inc.

Jurisdiction: **Ontario**
Type of Name Search: **NUANS Name Reservation**
Purpose of Search: **Corporation with Share Capital**
Significance/Derivation of Keyword in Name: **Dictionary Word**
Proposed Nature of Business:
Names of Related Businesses/Corporations:
Delivery method: **Email**

10

» My Package

Confirmation

Date of Filing: **7/30/2009**
Name: **Test Inc.**
Jurisdiction: **ONT**
Package List ID: **101784**
Form ID: **101782**

To submit the Transaction, click 'Submit Request' button.

11

» My Package

Filing NUANS Completed

[Help](#)

Your Request has been submitted.

User Identification: **30040001**
Package List ID: **101784**
Form ID: **101782**
Name Searched: **Test Inc.**
Transaction Time: **2:59:46 PM**
Request Type: **NUANS Requisition**

Click on 'My Account' to return to My Account page.

12

Windows Internet Explorer

Click OK to proceed to My Account.

NOTES*

4 – The corporate name that you want to register (include a legal ending)

7 – Not mandatory

8 – Not mandatory

MY ACCOUNT

Incorporations

- Continue to select the next item on your To Do List. Click on 'Named Articles of Incorporation (Ontario)'

My Invoices and Records Update My Information

Quick Links

To Do List

My Packages

Advanced Search

Information

Customer Service

My Account

To Do List Guide

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the **P** symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

	Forms Ordered/Purchased	Status	Reports/Documents
	Preliminary Name Search (101783)	Pending	Summary Ready
	NUANS Name Search (101782)	Pending	Summary Ready
P	Named Articles of Incorporation (Ontario) (101781)	Not Submitted	N/A
	Corporate Supplies Package (101780)	Not Submitted	Summary Ready

NAMED ARTICLES OF INCORPORATION (ONTARIO)

The process for ordering your Articles of Incorporation is identical to the above process. Follow these steps:

My Reference Section

My Reference Section
* Indicates a required field

Reference ID * [What's this?](#) Date

Package A - Named Ontario Incorporation | 101781 7/30/2009

First Name * Last Name *

ROSTA SPERTI

Phone Number (include Area Code) * Fax (include Area Code)

(416) 306-3070

Email *

rosta.spen@thomsonreuters.com

Step 1 of 3 **1** **Next >**

1. Numbered Corporation:

Select a legal ending from the dropdown list:

2.* **2. Named Corporation:**

Select an appropriate language: English French Bilingual

NUANS Reservation Ref. Number **3.*** NUANS Report Date

Format: YYYY/MM/DD

NUANS Search Corporation Name (exactly as is on NUANS Report)

The name of the corporation is: Same as above

If Regulation 62 under R.R.O. 1990 applies, please indicate which subsection (a Legal Opinion may be required)? 8(1)b 8(2) N/A
(Click the underlined subsection number to view particulars).

Step 2 of 11 **4**

Incorporations

Contact Person

5

First Name Last Name

Name of Law Firm

Suite Street Number

Street Name Additional Information

City Province

Country Postal Code Telephone

CANADA ONTARIO

Step 3 of 11

< Prev **Next >** 6

Effective Filing Date

7

Today's Date or First Available Business Date

Future Filing Date YYYY/MM/DD (Received from MGS after Filing)

Corporation Number

Registered Office:

8

Attention/Care of

Suite Street Number

Street Name Additional Information

City Province

Country Postal Code

CANADA ONTARIO

Number of Directors:

9

Fixed

Range Minimum: Maximum:

Step 5 of 11

< Prev **Next >** 10

First Directors and Incorporators - Section 4

13

To add a Director or Individual Incorporator, click 'Individual' button on right panel.

To add a Corporate Incorporator, click 'Corporate' button on right panel.

11

For Additional Directors/Incorporators select

Individual

Corporate

Check selection box and click

Delete

Step 6 of 11

< Prev **Next >** 12

Restriction on Business/Powers - Section 5

Restrictions, if any, on business the corporation may carry on or on powers the corporation may exercise:

If there are no restrictions, choose one of the following N/A or None

Step 7 of 11

< Prev **Next >** 14

Classes of Shares - Section 6

15

The classes and any maximum number of shares that the corporation is authorized to issue:

Step 8 of 11

< Prev **Next >** 16

Share Provisions - Section 7

17

Rights, privileges, restrictions and conditions (if any) attaching to each class of shares and directors authority with respect to any class of shares which may be issued in series:

If there are no rights, privileges, restrictions and conditions, choose N/A or None

Step 9 of 11

< Prev **Next >** 18

Incorporations

19 Share Transfer - Section 8

The issue, transfer or ownership of shares is/is not restricted and the restrictions (if any) are as follows:

If there are no restrictions, choose one of the following: or

20

Step 10 of 11

21 Other Provisions - Section 9

Other Provisions, if any, are:

If there are no other provisions, choose or

22

Step 11 of 11

- ▶ My Reference Section
- ▶ Corporate Name
- ▶ Contact Person
- ▶ Legal Opinion
- ▶ General Information
- ▶ Directors/Incorporators
- ▶ Restriction Sec.5
- ▶ Classes of Shares Sec.6
- ▶ Share Provisions Sec.7
- ▶ Share Transfer Sec.8
- ▶ Other Provisions Sec.9
- ▶ Summary Options
- ▶ Validation
- ▶ Save to Data Base
- ▶ Submit for Filing
- ▶ Tools
- ▶ View Sample Articles
- ▶ Information

Summary Options

Please select a format to view your report.

Summary in PDF Format

This feature allows you to create a preview of your Articles of Incorporation exactly as they will appear when filed. You can save this preview document on your own computer by using the "save" command on the Acrobat toolbar. Please note that in order for your articles to be previewed, they must first pass an automatic validation process. If you receive a validation error while attempting to create the preview, please correct the error, save your work and try again.

Summary in HTML Format

This page will allow you to view a full summary of the information you have entered in your Articles of Incorporation form. Please note that this is **not** an exact replica of the format your Articles of Incorporation will take on when filed. For an exact replica please choose the "Summary in PDF Format" option.

Save To Date Base :

This feature enables you to save all data entered in the on-line Articles of Incorporation to Cyberbahn's database for a period of 3 months. The saved record can be easily retrieved from the Record of Transactions when required. Once this button has been selected a Transaction ID number will be issued thereby allowing the user to track this particular set of articles.

23. Click here to view a sample of what your articles will look like and close once done

24. Click on 'Submit for Filing' to continue

- ▶ My Reference Section
- ▶ Corporate Name
- ▶ Contact Person
- ▶ Legal Opinion
- ▶ General Information
- ▶ Directors/Incorporators
- ▶ Restriction Sec.5
- ▶ Classes of Shares Sec.6
- ▶ Share Provisions Sec.7
- ▶ Share Transfer Sec.8
- ▶ Other Provisions Sec.9
- ▶ Summary Options
- ▶ Validation
- ▶ Save to Data Base
- ▶ Submit for Filing
- ▶ Tools
- ▶ View Sample Articles
- ▶ Information

with the Ministry.

6. Upon receipt of the Certificate of Incorporation issued by the ONBIS system, a duplicate copy of the Articles of Incorporation with the Ontario Corporation Number and the Certificate of Incorporation must be kept in paper or electronic format. The Ministry will print and microfilm copies of the Certificate of Incorporation, the Articles of Incorporation and any other documentation submitted electronically. These will be considered the true original filed copies.

7. The sole responsibility for correctness and completeness of the Articles of Incorporation, and for compliance with the OSCA and all regulations made under it, lies with the incorporator(s) and/or their legal advisor(s), if any.

The incorporator(s) have read the above Terms and Conditions and they understand and agree to them.

I am an incorporator or I am duly authorized to represent and bind the incorporator(s).

First Name: Last Name:

Accept Agreement Not Accept

Please Note: This will open a new window.
When you are done, close the new window to return to this screen.

26

25

» My Package

Confirmation

ONTARIO LIMITED

Date of Filing: **7/30/2009**
 Package List ID: **101784**
 Form ID: **101781**
 PO Number: **Package A - Named Ontario Incorporation (101784)**

27

Incorporations

» My Package

Filing Articles Completed

Your Request has been submitted.

User Identification: **30040001**
 Package List ID: **101784**
 Form ID: **101781**
 Corporate Name: **ONTARIO LIMITED**
 Transaction Time: **3:40:50 PM**
 Request Type: **Articles of Incorporation**

Click button to go proceed to My Account.

My Account

Windows Internet Explorer

Click OK to proceed to My Account.

28

NOTES*

2 - The NUANS Reservation number is the 9 digit number located at the top left hand corner of your NUANS Report

3 – Clicking on validate NUANS will populate the NUANS Report Date, the NUANS Search Corporation Name and the actual Corporation Name

5 – Contact Information is your information and not necessarily the incorporator

9 – Choose a range for numbers of directors for the ability to add/remove directors

MY ACCOUNT

- Continue to select the last item on your To Do List. Click on 'Corporate Supplies Package'

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

My Account

To Do List Guide

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the ▶ symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

	Forms Ordered/Purchased	Status	Reports/Documents
	Preliminary Name Search (101783)	Pending	Summary Ready
	NUANS Name Search (101782)	Pending	Summary Ready
	Named Articles of Incorporation (Ontario) (101781)	Pending	N/A
▶ Start Here	Corporate Supplies Package (101780)	Not Submitted	Summary Ready

Incorporations

CORPORATE SUPPLIES

The process for ordering your Corporate Supplies is identical to the above process. Follow these steps:

» My Package

My Reference Section (Transaction ID = 101780)
* Indicates a required field

Help

Reference ID * [What's this?](#) Date
Package A - Named Ontario Incorp 2009/07/30

First Name * Last Name *
ROSITA SPERTI

Telephone Number * Extension Fax Number
(416) 306-3070

E-mail Address *
rosita.speriti@thomsonreuters.com

Special Instructions (maximum 300 characters)

Step 1 of 3 **Next**

1 2

» My Package

Express Order (Transaction ID = 101780)

Name on Book

Name will be displayed in CAPITALS (To appear on Minute Book and Seal).

Jurisdiction Ontario Canada (Federal)

Type of Company With Share Capital (for Profit)

pre-populated

3

Package 1	Package 2	Package 3
Legacy Minute Book with Slipcase (Burgundy)	Attache Minute Book (Black)	Portfolio Minute Book (Black)
		
<ul style="list-style-type: none">Brass Plate (on Spine)Mark Maker Seal12 Brown Common Shares with LiensBylaws & Resolutions	<ul style="list-style-type: none">Brass Plate (on Spine)Mark Maker Seal12 Brown Common Shares with LiensBylaws & Resolutions	<ul style="list-style-type: none">Brass Plate (on Spine)Mark Maker Seal12 Brown Common Shares with LiensBylaws & Resolutions
<input checked="" type="radio"/> Order It.	<input type="radio"/> Order It.	<input type="radio"/> Order It.

pre-populated

4

Step 2 of 3 **Previous** **Next**

Incorporations

» My Package

Shipping Info (Transaction ID = 101780)

5

First Name	Last Name	
Suite	Street Number	Street Name
City/Town	Province	
Country	Postal Code	
Delivery Method	Courier	

Clear Screen

Step 3 of 3

Previous **Next** 6

» My Package

Colour	Standard Grey	
Centre Type	Ontario Corporation	

Shares

Type of Shares	Standard	
Number of Shares	One Colour 12	
Colour	Brown	
Share Type	Common	
Liens	Yes	
Restrictions		

Shipping Info

First Name	ROSITA	
Last Name	SPERTI	
Suite		
Street Number	1	
Street Name	WER	
City/Town	TORONTO	
Province/State	ONTARIO	
Country	CANADA	
Postal Code	M3N 1A4	

Print Summary **Place Order** 7

» My Package

Confirmation

Package List ID:	101784
Form ID:	101780
Transaction Date:	2009/07/30

Reference ID:	Package A - Named Ontario Incorporation (101784)
User Name:	ROSITA SPERTI
Name of Company:	TTTT
Jurisdiction:	Ontario

Cancel **Place Order** 8

» My Package

Corporate supply transaction completed

Your work has been successfully submitted.

Package List ID: **101784**
 Form ID: **101780**
 Business Name: **TTTT**
 Transaction Time: **3:45:59 PM**

Please Note: Your order will be delivered within one business day if ordered before 5 p.m. on the preceding business day for delivery addresses within Ontario. If you experience delivery problems please call 1-800-806-0003 (toll free) or (416) 595-9522.

Click on 'My Account' to return to My Account page.

My Account

9

Windows Internet Explorer

Click OK to proceed to My Account.

OK Cancel

MY ACCOUNT

Incorporations

Once you have filled in all your forms on your To Do List, you will see that some of the items are already completed. You can click on 'Document Ready' to retrieve your results.

My Invoices and Records
Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

My Account

[To Do List Guide](#)

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

	Forms Ordered/Purchased	Status	Reports/Documents
	Preliminary Name Search (101783)	Pending	Summary Ready
	NUANS Name Search (101782)	Pending	Summary Ready
	Named Articles of Incorporation (Ontario) (101781)	Completed	Document Ready
	Corporate Supplies Package (101780)	Submitted	Summary Ready

Page: 1

Request ID / Demande n°

Ontario Corporation Number
Numéro de la compagnie en Ontario

230776

2007279

FORM 1

FORMULE NUMÉRO 1

BUSINESS CORPORATIONS ACT

/

LOI SUR LES SOCIÉTÉS PAR ACTIONS

**ARTICLES OF INCORPORATION
STATUTS CONSTITUTIFS**

1. The name of the corporation is:

Dénomination sociale de la compagnie:

2007279 ONTARIO LIMITED

See **Appendix E** for an explanation of the top menu bar options.

Incorporations

ADDITIONAL INFORMATION (QUICK LINKS)

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

My Packages

The table below contains the latest packages you have purchased. Click on a package name in order to load the related forms in the 'To Do List' above. To search for specific packages, please use the 'Advanced Search' feature.

Package Name	Modified Date	Status	Refresh Status
1 Spence A - James (Ontario Incorporation) (101784)	7/20/2009 11:02:29 PM	Data Entry/Processing	Refresh Status

My Packages Guide

Forms listed in Blue This package has not been started on yet or some forms have not been submitted yet. Click on the Package name in order to open it and continue with the outstanding form from the 'To Do List'.

Forms listed in Green This package is complete and all associated forms have been submitted and processed. Please select the package name, proceed to the 'To Do List' and retrieve your reports.

Forms listed in Red This indicates an error in at least one transaction or an incomplete package. Click on the associated package name for further information.

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

Advanced Search

Select Date

Today _____ Days Ago
 This Month _____ Months Ago
 Last 10 Days
 Period from: _____ to _____
 YYY/MM/DD

Search by:

Package ID: _____

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

My Account

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the ► symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

Forms Ordered/Purchased	Status	Reports/Documents
Preliminary Name Search (101783)	Pending	Summary Ready
NUANS Name Search (101782)	Pending	Summary Ready
Named Articles of Incorporation (Ontario) (101781)	Completed	Document Ready
Corporate Compliance Package (101780)	Submitted	Summary Ready

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

Information

[My Account Page guide](#)

- The 'My Account' page will be your default home page each time you log in.
- All of the forms purchased in your latest package will be listed in logical order in the 'To Do List'.
- The 'To Do List' guide will give you more information on how to use the 'To Do List' most effectively. If you have closed the guide and wish to access it again, please click on the 'To Do List Guide' button.
- Click on **Account activity** to view your 'To Do List' or package accounting summaries, or to reprint invoices. Accounting transactions for the past 6 months will be available for viewing.
- To search for other packages you may have purchased, simply select the 'My Packages' link from the 'Quick Links' menu or search for these packages by using the 'Advanced Search' function. Select the calendar option in order to quickly search for packages on a specific date.
- My Profile:** Clicking on this link will give you access to your user profile. If you wish to update your information, please select this link, complete the change and then select 'Update'.
- Click on this question mark icon for further information on the topics related to it.

[To Do List Forms to be Completed Guide](#)

- The 'To Do List' will contain all of the individual forms which make up the package you have purchased.
- The number beside the 'To Do List' corresponds with the currently active Package selected in the Package List.

My Invoices and Records Update My Information

Quick Links

- To Do List
- My Packages
- Advanced Search
- Information
- Customer Service

Customer Service

To reach Cyberbahn Customer Service, please use one of the contact options listed below:

Tel: 416-595-9522
 1-800-806-0003 (toll-free)
 Fax: 416-599-8163
 Email: frank.lippa@callink.ca
 Hours of Operation: Monday to Friday 8.00 a.m. to 6.00 p.m. EST

One of our Customer Service Representatives will be happy to assist you!

Incorporations

ADDITIONAL INFORMATION (TOP MENU BAR)

My Invoices and Records Update My Information My Invoices and Records Update My Information

Account Activity **Transaction Details List**

Transaction Period: MONTH OF July, 2009

Time of Purchase

Today
 This Month
 Days Ago
 Months Ago
 Past Days
 Period from: to
 Format: YYYY/MM/DD

Search Clear

SEL	Reference ID	Package ID	Transaction Type	Cyber Fee (\$)	Govt. Dist. (\$)	Taxes (\$)	Total (\$)	Invoice No.	Date
1	Package A - Name	89 101784	Entrepreneur Packag	\$210.85	\$300.00	\$19.01	\$529.86	3004000100003760	2009/07/30 12:02:19 PM

View Invoice(s) Invoice(s) in PDF Select All New Search PDF Report

Total transactions: 1
 Sub-Total Cyber Fee: \$210.85
 Sub-Total Disbursement: \$300.00
 GST: \$19.01
 PST: \$0.00
 Grand Total: \$529.86

My Invoices and Records Update My Information

Quick Links

To Do List
 My Packages
 Advanced Search
 Information
 Customer Service

My Account

To Do List Guide

Welcome to your individual 'My Account' page. This page will help you track your transactions as you complete and file the forms you have purchased. For more information and helpful tips, click [here](#).

To Do List #101784

This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the ► symbol. To search for your packages, select the 'My Packages' link from the 'Quick Links' menu.

	Forms Ordered/Purchased	Status	Reports/Documents
►	Preliminary Name Search (101783)	Pending	Summary Ready
►	NUANS Name Search (101782)	Pending	Summary Ready
►	Named Articles of Incorporation (Ontario) (101781)	Completed	Document Ready
►	Corporate Supplies Package (101780)	Submitted	Summary Ready

First Name: Last Name (This will be your Username when logging in):

Suite: Street Number:

Street Name:

City: Province/State:

Country: Postal/Zip Code:

Phone: Email:

Current Password:

Choose a password (4-12) characters:

Confirm your password:

Security Question:

Security Answer:

Update Clear

Incorporations

Appendix A

Product Selection	Description
Package A Named Ontario Incorporation	This package will allow you to conduct a preliminary search on your proposed corporate name and check name availability within Canada. After name clearance, you will obtain a NUANS Report, a mandatory report that you will use to file your Articles of Incorporation online. You will then proceed to order your corporate supplies which consist of a complete minute book with corporate name and register pages, a seal and share certificates.
Package B Numbered Ontario Incorporation	This package will allow you to file your articles of incorporation online. The Ministry of Government Services will assign the next available 7 digit number to your corporation; all you have to do is select the legal ending. You will then proceed to order your corporate supplies which consist of a complete minute book with corporate name and register pages, a seal and share certificates.
Package C Named Federal Incorporation	This package will allow you to register your articles of incorporation federally . A preliminary search on your proposed corporate name will be conducted to check name availability within Canada. After name clearance, you will obtain a NUANS Report, a mandatory report that you will use to file your Articles of Incorporation online. You will then proceed to order your corporate supplies which consist of a complete minute book with corporate name and register pages, a seal and share certificates.
Package D Numbered Federal Incorporation	This package will allow you to file your articles of incorporation online at the Federal level . Industry Canada will assign the next available 7 digit number to your corporation; all you have to do is select the legal ending. You will then proceed to order your corporate supplies which consist of a complete minute book with corporate name and register pages, a seal and share certificates.
Package E Ontario New Business Registration	This package will allow you to first search the database of existing business names in Ontario and obtain a statement of no match to proceed with your online business name registration of a sole proprietorship, general partnership or trade name. You can apply to register for the Employer Health Tax, the Retail Sales Tax and the Workplace Safety & Insurance Board (WSIB) application. You can also purchase the OrganizeMY Business kit to organize and store your important business information.
Package E Ontario Business Registration Renewal	This package will allow you to renew online every 5 years your business registration of a sole proprietorship, general partnership or trade name. You can apply to register for the Employer Health Tax, the Retail Sales Tax and the Workplace Safety & Insurance Board (WSIB) application. You can also purchase the OrganizeMY Business kit to organize and store your important business information.

Incorporations

<p>Package G Nationwide Named Articles of Inc.</p>	<p>This package will allow you to conduct a preliminary search on your proposed corporate name and check name availability within Canada. After name clearance, you will obtain a NUANS Report, a mandatory report that you will use to file your Articles of Incorporation online. You can choose to file the Articles of Incorporation for the following jurisdictions: Alberta, British Columbia, New Brunswick and Quebec.</p>
<p>Package H Nationwide Business Name Reg.</p>	<p>This package will allow you to register your business name for a sole proprietorship, general partnership and trade name for the following jurisdictions: Alberta, British Columbia, New Brunswick and Quebec.</p>
<p>Package I Nationwide Numbered Articles of Inc.</p>	<p>This package will allow you to file your articles of incorporation online. The various government bodies will assign the next available number to your corporation; all you have to do is select the legal ending. You can choose to file the Articles of Incorporation for the following jurisdictions: Alberta, British Columbia, New Brunswick and Quebec.</p>

Please Note: You can choose certain products within a particular package; you do not have to order an entire package if it does not fit your business needs.

Appendix B

Package Type	Description
Legacy	The Legacy Package features (1) a higher quality leatherette cover with gold detailing with an accompanying brass minute book plate that permanently adheres to the spine for easy identification that comes with minute paper, index and register pages (2) mark maker corporate embosser (3) 12 brown common share certificates with lien (4) by-laws and (5) opening resolutions.
Attaché	The Attaché Package features a stylish, modern approach to organizing a corporation's papers, appealing to image conscious accountants, entrepreneurs, legal firms and their clients. High quality black vinyl cover with brass highlights, combined with sturdy, well designed construction, provides a presentation package that reflects the professionalism of the firm or client. Special features include pockets for business cards and a flip-out clear vinyl pocket for file reference. This all-in-one case houses a legal embosser and comes with minute paper, index and register paper, mark maker corporate embosser, 12 brown common share certificates with lien, by-laws and opening resolutions.
Portfolio	The Portfolio Package offers all the features and benefits of traditional kits coupled with the portability and style of a modern portfolio. The rich leatherette and brass plate add a touch of class that reflects the professionalism of a new corporate entity. Other features include the CD-Rom storage pocket, clear vinyl notepad holder all housed in a full zippered leatherette case. Includes minute paper, index and register paper, mark maker corporate embosser, 12 brown common share certificates with lien, by-laws and opening resolutions.

Incorporations

Appendix C

Forms Colour	Description
Blue	This form has not been started yet, or has been saved and not submitted. You can click on the form to open it.
Orange	This form has been submitted successfully but has not been processed yet. The status will be pending or submitted. Please wait.
Green	This form has been submitted and processed successfully. You can retrieve and print your reports by clicking on the 'Document Ready' link.
Red	This indicates an error or an incomplete transaction. Click on the associated form name in the 'forms Ordered/Purchased' column for specific instructions.

Incorporations

Appendix D

Quick Links	Description
To Do List	This page helps you track your transactions as you complete and file the forms you have purchased. This list contains the forms purchased in your latest transaction. These forms should be filled in and submitted on-line in order for all of your work to be completed. Proceed by selecting the form indicated by the Start symbol.
My Packages	This page contains the latest package(s) that you have purchased. You can click on a package name in order to load the related forms in the 'To Do List'. This page also contains your package guide to aid in understanding the status of your package(s).
Advanced Search	Use this page to search for specific packages. You can search by selecting a date, a specific range, a package ID number, or by selecting a specific day on the calendar.
Information Page	Use this page to gain a deeper understanding primarily for your To Do List and your Packages pages.
Customer Service	Contact Information

Appendix E

Top menu Bar	Description
My Invoices and Records	This account activity page will allow you to search for transactions. You can search transactions by the date of purchase or by selecting a range of dates. From this page you will be able to view and print reports and invoices or conduct a new search if unable to locate a particular transaction.
Update my Profile	Use this page to alert us of any change within your Credit Card Profile Form. You may also use this page to change your password.
My Account	This link will take you back to your To Do List page where you see your To Do List with all of your ordered forms.
Packages	This link will take you into your Product Selection page where you can order a new package and begin a new transaction.
Wizard	This link will begin the product wizard, which will assist you in selecting the best package by having you answer a series of questions before moving to your product selection.
Home	This link will take you to our marketing pages, where you can read more about our services but also check pricing.