

**Ministry of Government Services**

ServiceOntario

Central Production and  
Verification Services Branch

(mailing address)

393 University Avenue, Suite 200  
Toronto ON M5G 2M2

(physical address)

375 University Avenue, 2<sup>nd</sup> floor**Ministère des Services gouvernementaux**

ServiceOntario

Direction des services centraux de  
production et de vérification

(adresse postale)

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

(adresse municipale)

375, avenue University, 2<sup>e</sup> étage

October 1, 2012

***Corporations Information Act*****Your Reporting Requirements**TAPA STUDIO INCORPORATED  
243 SOUTH PARK ROAD  
THORNHILL ON L3T 0B6**This is your Ontario Corporation Number (OCN)****003076164**

Regulations require that this number is stated in all notices submitted under the *Corporations Information Act*. This number must be stated in ALL correspondence with the Central Production and Verification Services Branch.

**Initial Return**

The Initial Return you just filed has generated an Ontario Corporation Number and created a file for the public record for your corporation.

**Notice of Change**

In addition to the Initial Return you have recently filed, you are required to file a Notice of Change for every change in the information **within 15 days** after the change or changes take place. There is no fee for filing these notices.

**Forms**

Forms may be obtained from the Ministry at the above noted address or by **calling (416) 314-8880, 1-800-361-3223 or TTY (416) 325-3408, 1-800-268-7095**. Forms are also available on the Ministry's website at [www.ontario.ca](http://www.ontario.ca). To access the forms, select 'For Business' option at the top of the Ministry's home page.

**Business Name**

- (a) No corporation shall carry on business in Ontario or identify itself to the public in Ontario by a name other than its corporation name unless the name is first registered. The appropriate registration form may be obtained from the Central Production and Verification Services Branch or by calling one of the above noted telephone numbers.
- (b) A corporation which has registered and uses a name other than its corporate name is required to set out its corporate name and all registered business names on all contracts, invoices, negotiable instruments and orders for goods or services.

**Penalties**

Sections 13 and 14 of the *Corporations Information Act* provide penalties for contravening the Act or Regulations.

Section 18(1) of the Act provides that a corporation that is in default of a requirement under this Act to file a notice or that has unpaid fees or penalties is not capable of maintaining a proceeding in a court in Ontario in respect of the business carried on by the corporation except with leave of the court.

Copies of the *Corporations Information Act*, the *Corporations Act* and the *Business Corporations Act* may be obtained from ServiceOntario Publications, by calling (416) 326-5300 or toll-free at 1-800-668-9938. They can also be ordered online via the ServiceOntario Publications website at [www.publications.serviceontario.ca](http://www.publications.serviceontario.ca). The Acts are also available at no charge on the Internet at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).