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Notice – Co-operative Corporations Act – Filings by Co-operative Corporations

Effective Date: This Notice is to be effective on the day that subsection 77 (3) of Schedule 8 to the Cutting Unnecessary Red Tape Act, 2017 comes into force.

1. How to File by Email or Mail
2. Required Documents and Information
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All articles, applications and other documents that are permitted or required to be filed with the Ministry of Government and Consumer Services (Ministry) using the form approved by the Minister (see [Notice – Approved Forms](#)) under the Co-operative Corporations Act (CCA) must be made in accordance with the CA, regulations and this Notice.

Filings must be made in the required form and format, and meet all requirements and technical specifications established by the Director.

1. How to File by Email or Mail

Filings may be made electronically under the CCA only by email in accordance with this Notice and the [Notice – Filing Methods and Requirements](#)). Such email filings are permitted under the CCA generally and are not limited to the exceptional circumstances set out in the Notice – Filing Methods and Requirements. A valid credit card is required. For information on filing by email and paying the required fee, see Notice – Filing Methods and Requirements.

Filings under the CCA are also permitted to be made by mail. If filing by mail, a cheque payable to the Minister of Finance to pay the filing fee is required. There will be a service charge payable for any cheques returned as non-negotiable by a bank or financial institution. The completed form, payment and supporting documents must be mailed to the Ministry at the following address:

Ministry of Government and Consumer Services
Central Production and Verification Services Branch
393 University Avenue, Suite 200
Toronto, Ontario M5G 2M2

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2. Required Documents and Information

Approved Form and Supporting Documents

Filings by email or mail must be made with the approved form (see Notice – Approved Forms), and filed in accordance with this Notice and the Notice – Filing Methods and Requirements.

To file by mail or email, go online and download the approved form. You must complete this form on a computer and obtain the appropriate signatures.

You must also file a cover letter setting out the required administrative information listed on the instructions to the approved form.

The approved form must be filed together with the supporting documents required under the CCA and General Regulation under the CCA, as indicated on the applicable form and instructions.

Duplicate originals are required for certain filings under the CCA as noted on the applicable form. An electronic copy is permitted instead of duplicate originals for filings by email in accordance with the Notice – Filing Methods and Requirements.

Signature Requirements

Articles, applications and other documents filed under the CCA must be signed in accordance with the CCA and the applicable approved form.

Set out the name and position of the signatories as indicated on the approved form.

Manual signatures or electronic signatures are permitted (see Notice – Filing Methods and Requirements).

Important – Additional Required Documents and Information

Note: The corporation must keep a properly executed version of the articles, applications and other forms, including records related to an electronic signature if signed by electronic signature, at the corporation's head office in paper or electronic format and, if required by notice from the Director, provide a copy of the executed version, including any records related to an electronic signature, to the Minister within the time period set out in the notice.

3. Documents Issued by the Ministry

When articles are endorsed, you will receive the following documents:

1. Endorsed articles and certificate
2. Payment receipt

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3. Company key needed for future filings, if not already issued (see Notice – Company Key)

4. Reporting Requirements

CCA corporations must comply with filing requirements under the Corporations Information Act (CIA). See [Notice – CIA – Filing an Initial Return and Notice of Change – Ontario Corporations](#), and [Notice – CIA – Filing an Annual Return](#).

5. General Information

Single Name

If your legal name is a single name (where your culture has a tradition of single names) and you need to enter that single name on a form, please call ServiceOntario at 416-314-8880 or toll-free at 1-800-361-3223 for more information.

NAICS Code

The instructions to the approved form will indicate whether the North American Industry Classification System (NAICS) business activity code is required. The NAICS code is a 2 to 6 digit number based on the main activity of your corporation or other entity. You must select the primary code that best describes the main activity of your corporation or other entity. For example, a code for providing community services could be “812117 – community outreach”. This information is collected for administrative purposes for corporations and may be shared with other government bodies for the purpose of administering their programs under the authority of the Business Regulation Reform Act, 1994; it does not appear on the public record. However, the NAICS code is also required under the Business Names Act and Limited Partnerships Act, in which case the NAICS code does appear on the public record.

To view a complete list of NAICS codes please visit Statistic Canada’s website at: <https://www150.statcan.gc.ca/n1/en/catalogue/12-501-X>

The applicable form will indicate whether the NAICS code is required.

Legal Advice

Please be advised that the Ministry **cannot** give legal advice. For further assistance or legal information, please consult private legal counsel.

If you need a lawyer, you may wish to contact the Law Society Referral Service (LSRS). The LSRS is a program of the Law Society of Ontario which offers up to one half-hour of free legal consultation. Information about how to be referred to a lawyer through the LSRS is available at www.lsr.info. If you would like to be referred to a lawyer, you may submit a request to the LSRS by completing the online request form at www.lawsocietyreferralservice.ca.

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Please refer to the CCA for details governing co-operative corporations in Ontario. The CCA is available at www.ontario.ca/laws.

6. Effective Date

When articles are filed with the Ministry, they are endorsed with the words “Filed/déposé” and the day, month and year of the filing. The Ministry will issue a certificate along with the endorsed articles. The articles are effective on the date set out in the certificate. The date of any certificate issued will be the date the articles, supporting documents (if any) and required fee are received by the Ministry in accordance with signature and filing requirements under the CCA, the regulations and the Director’s requirements.

7. Related Legislation

Co-operative Corporations Act

Note: This Notice is to be subject to change or revocation by further Notice. This Notice is to be made pursuant to sections 3 and 7 of the Alternative Filing Methods for Business Act, 2020, the CCA and regulations made under it. Requirements of the Director are to be established pursuant to sections 185.2 and 187 of the CCA.