



INSTRUCTIONS NAME SEARCH AND RESERVATION *BUSINESS CORPORATIONS ACT*

The Name Search and Reservation is required for:

1. Incorporation;
2. Extra-territorial registration;
3. Change of name of territorial and extra-territorial corporations;
4. Amalgamation in which the name of the amalgamated corporation is not that of a registered predecessor corporation;
5. Continuance of a corporation as a territorial corporation;
6. Revival of a territorial corporation;
7. Reinstatement of registration of an extra-territorial corporation;
8. Use of an assumed name by an extra-territorial corporation.

Please note that a search of the corporate name is not required in the case of corporations incorporated by or under an Act of the Parliament of Canada or in the case of numbered corporations.

Please also note that there is no provision in the Business Corporations Act for the filing of trade names by either territorial or extra-territorial corporations. However, business names may be filed by corporations under the provisions of the Partnership Act.

The search fee is applicable whether or not the name is approved and will not be refunded.

Approved name reservations are effective for a period of 90 days, which can then be renewed for additional periods of 90 days prior to the expiration of the existing reservation by submitting another form accompanied by the applicable fee. If a reservation has expired, a new name search and reservation request must be submitted.

Please note that the reservation of a name is not an absolute guarantee that the name will be available at the time the documents are submitted. A Federal corporation, partnership or business name registration with a similar name may be registered or filed during the reservation period as we have no authority to refuse these registrations or filings.

DO I HAVE TO SUBMIT THE NAME SEARCH AND RESERVATION IN ADVANCE?

No, the advance reservation of a name is not a prerequisite to registration. However, registrations will not be effected as quickly if the name has not been previously reserved. In addition, there will always be the risk that the name will not be approved or that it will be approved on conditions that have not been anticipated. If the name is available but the other documents submitted are rejected for some other reason, we will still reserve the name for 90 days from the date the documents are rejected. For this reason, we would suggest that the fee for the name search and reservation be submitted separately when payment is being made by cheque or money order.

SUBMISSION GUIDELINES

Be sure to read the document titled [Corporate Registries –Submissions Guide](#) (available from our website) so you understand the process, requirements and advantages of submitting your registration via email, and other submission options. The guide also explains how to complete the forms, and how to scan any additional supporting documentation that may be required.