



Ministry of Finance
Corporations Tax Branch
PO Box 620
33 King Street West
Oshawa ON L1H 8E9

2000

MCCR Annual Return and Guide

Corporations Tax Act - Ministry of Finance (MOF)
Corporations Information Act - Ministry of Consumer and Commercial Relations (MCCR)

This Annual Return (page 1 and Schedule A or K) is for **Ontario-Business share-capital corporations** or **Foreign-Business share-capital corporations** that have a licence to operate in Ontario that want to file an Annual Return now in hard copy with the Ministry of Finance (MOF) and have either:

- 1) filed a **CT23 Corporations Tax Return (CT23)** or an **Exempt From Filing Corporations Tax Return Declaration (EFF Declaration)**, but have not filed an **Annual Return (AR)** in respect of that particular taxation year with the MOF or electronically with MCCR; **OR**
- 2) **have not filed a CT23** or an **EFF Declaration** or an **AR** (with the MOF or MCCR) in respect of a particular taxation year and want to file either a CT23 or EFF Declaration form later.

This return contains non-tax information collected under the authority of the *Corporations Information Act* for the purpose of maintaining a public database of corporate information.

Ministry Use

MCCR Annual Return Required? (if above applies, check yes) Yes No

Page 1 of 4

Corporation's Legal Name (including punctuation) and Mailing Address			Ontario Corporations Tax Account No. (MOF)			
			Corporation's Taxation Year (MOF)			
Registered Head Office Address			Start	year	month	day
			End	year	month	day
Name of person to contact regarding this Return (MOF)			Date of Incorporation or Amalgamation			
			year			month
Telephone No.			Ontario Corporation No. (MCCR)			
Fax No.			Canada Customs and Revenue Agency (formerly Revenue Canada) Business No. (MOF)			
Address of Principal Office in Ontario (Extra-Provincial Corporations only) (MCCR)			If applicable, enter			
			RC			
Address of Principal Office in Ontario (Extra-Provincial Corporations only) (MCCR)			Jurisdiction Incorporated			
Former Corporation Name (Extra-Provincial Corporations only) Not Applicable <input type="checkbox"/> (MCCR)			If not incorporated in Ontario, indicate the date Ontario business activity commenced and ceased:			
Information on Directors/Officers/Administrators must be completed on MCCR Schedule A or K as appropriate. If additional space is required for Schedule A, this schedule only may be photocopied. State number submitted (MCCR). ▶			Commenced			
			year			month
If there is no change to the Directors'/Officers'/Administrators' information previously submitted to MCCR, please check <input checked="" type="checkbox"/> this box. Schedule(s) A and K are not required (MCCR). ▶ <input type="checkbox"/> No Change			Ceased			
			year			month
No. of Schedule(s)			(Not Applicable) ▶ <input type="checkbox"/>			
Preferred Language / Langue de préférence			English anglais <input type="checkbox"/> French français <input type="checkbox"/>			
Ministry Use						

Certification (MCCR)

I certify that all information set out in the **Annual Return** is true, correct and complete.

Name of Authorized Person (Print clearly or type in full)

Title: **D** Director **O** Officer **P** Other individual having knowledge of the affairs of the Corporation

Note: Sections 13 and 14 of the Corporations Information Act provide penalties for making false or misleading statements or omissions.

The Ministry of Finance (MOF) prefers to have all corporations file a combined return (CT23 Corporations Tax and Annual Return). However, as outlined at the top of page one when this is not possible this stand-alone Annual Return may be used. The MOF is collecting this information on behalf of the Ministry of Consumer and Commercial Relations (MCCR). This collection process applies to corporations that have a taxation year ending on or after January 1, 2000.

How Can You File?

A corporation may complete and submit this Annual Return to the MOF at the address indicated on the top of page 1 or complete the electronic filing version of the Annual Return found through the MCCR website, www.ccr.gov.on.ca/mccr/companies. A corporation that chooses one of these two options must file a CT23 or an EFF declaration form (if exempt from filing (EFF)) for the taxation year with the MOF.

When Must You File?

A corporation, with share capital that is required to file a CT23 (or is EFF) and an Annual Return, is required to deliver an Annual Return within six months after the end of the **corporation's first taxation year (enter start and end date on page 1)** of each calendar year. This applies whether the Annual Return is delivered to the MOF or electronically to the MCCR.

The Annual Return will be considered delivered on the date it is received by the MOF. The effective date of filing for the Annual Return is the date the information is updated in the Ontario Business Information System (ONBIS).

If the Annual Return is filed electronically during MCCR business hours, the date of receipt will be considered to be that day. Otherwise, the date of receipt will be the next business day of MCCR.

An Annual Return is considered filed if it is complete and has been recorded in the ONBIS.

Incomplete Annual Returns are considered to be deficient. MCCR will contact corporations regarding Annual Return deficiencies. The Annual Return will not be considered **filed** until the deficiency is corrected.

What Must You File?

Ontario-Business Corporations (OBCs) and Foreign-Business Corporations (FBCs) must complete all of the information requested on page 1. In addition, OBCs complete MCCR Schedule A and FBCs complete MCCR Schedule K, if there has been a change in the information previously submitted to MCCR.

All information in the Annual Return must be current as of the **date of delivery** to the MOF or to the MCCR.

Each corporation must keep an up-to-date paper or electronic record of the prescribed information set out in the return available for examination at its registered/head office or principal place of business in Ontario.

Complete all of the applicable fields on the appropriate MCCR schedule (A or K), ensuring that the Corporation's name includes all punctuation and that the Ontario Corporation Number (MCCR) is the number assigned by MCCR.

MCCR Schedule A must report current information on all directors and the five most senior officers of the corporation. Senior officers include the following positions or their equivalent: president, general manager, treasurer and secretary. A minimum of one director is required in a non-offering business corporation and a minimum of three directors is required for all others. Space is provided for information on two Director/Officer positions. If the box "Other (specify)" is applicable, in order to cease or change an officer previously reported under "Other Titles", cease the officer, then use a blank schedule "A" to add (if applicable) the new information.

MCCR Schedule K is for reporting current information on the Chief Officer/Manager and the Agent for Service for foreign corporations which have a licence endorsed under the *Extra-Provincial Corporations Act* to carry on business in Ontario.

What If You Need Help to Complete this Annual Return?

If you need help after reading this guide, please contact the Revenue Operations and Client Services Branch of the MOF at: English 1-800-263-7965, French 1-800-668-5821, TTY 1-800-263-7776.

Schedule A: Information on Ontario Corporations

(Corporations that are incorporated, continued or amalgamated under the *Ontario Business Corporations Act*)

To submit additional Director or Officer Information, please photocopy this page and attach the completed schedules with your return.

Identification

Corporation's Legal Name (including punctuation)	Ontario Corporation No. (MCCR)	Date of Incorporation or Amalgamation
		year month day

Director/Officer Information

Full Name and Address for Service:

Last Name	First Name	Middle Name(s)	
Street Number and Name		Suite	
City/Town/Village	Province/State	Country	Postal/Zip Code

Director	Officer	Other Titles (please specify):																																																													
<p>Are you a Canadian resident? (Applies to directors of business corporations only)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date Elected</p> <table border="1"> <tr><td>year</td><td>month</td><td>day</td></tr> <tr><td></td><td></td><td></td></tr> </table> <p>Date Ceased</p> <table border="1"> <tr><td>year</td><td>month</td><td>day</td></tr> <tr><td></td><td></td><td></td></tr> </table>	year	month	day				year	month	day				<p>Indicate the appointment period for each of the following:</p> <table border="1"> <thead> <tr> <th></th> <th colspan="3">Date Appointed</th> <th colspan="3">Date Ceased</th> </tr> <tr> <th></th> <th>year</th> <th>month</th> <th>day</th> <th>year</th> <th>month</th> <th>day</th> </tr> </thead> <tbody> <tr> <td>President</td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>Secretary</td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>Treasurer</td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>General Manager</td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>Other (specify)</td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> </tbody> </table>		Date Appointed			Date Ceased				year	month	day	year	month	day	President							Secretary							Treasurer							General Manager							Other (specify)							<p><input type="checkbox"/> Chair</p> <p><input type="checkbox"/> Chair Person</p> <p><input type="checkbox"/> Chairman</p> <p><input type="checkbox"/> Chairwoman</p> <p><input type="checkbox"/> Vice-Chair</p> <p><input type="checkbox"/> Vice-President</p> <p><input type="checkbox"/> Assistant Secretary</p> <p><input type="checkbox"/> Assistant Treasurer</p> <p><input type="checkbox"/> Chief Manager</p> <p><input type="checkbox"/> Executive Director</p> <p><input type="checkbox"/> Managing Director</p> <p><input type="checkbox"/> Chief Executive Officer</p> <p><input type="checkbox"/> Chief Financial Officer</p> <p><input type="checkbox"/> Chief Information Officer</p> <p><input type="checkbox"/> Chief Operating Officer</p> <p><input type="checkbox"/> Chief Administrative Officer</p> <p><input type="checkbox"/> Comptroller</p> <p><input type="checkbox"/> Authorized Signing Officer</p> <p><input type="checkbox"/> Other (untitled)</p>
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Director/Officer Information

Full Name and Address for Service:

Last Name	First Name	Middle Name(s)	
Street Number and Name		Suite	
City/Town/Village	Province/State	Country	Postal/Zip Code

Director	Officer	Other Titles (please specify):																																																													
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Schedule K: Information on Foreign Business Corporations

(Corporations that are incorporated, continued or amalgamated in a jurisdiction outside Canada)

Only one Schedule K may be submitted. Please DO NOT photocopy.

Identification

Corporation's Legal Name (including punctuation)	Ontario Corporation No. (MCCR)	Date of Incorporation or Amalgamation														
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Chief Officer/Manager Information

Name and Office Address of the Chief Officer/Manager in Ontario: *Not Applicable*

Last Name	First Name	Middle Name(s)
Street Number and Name	Suite	
City/Town/Village	Province Ontario	Country Canada
		Postal Code

Indicate the appointment period for the position of Chief Officer/Manager:	Date Appointed			Date Ceased		
	year	month	day	year	month	day

Agent for Service Information

Indicate if the Agent for Service is an individual or a corporation:

Please check box if applicable **Individual**

Agent's Last Name	First Name	Middle Name(s)
Street Number and Name	Suite	
City/Town/Village	Province Ontario	Country Canada
		Postal Code

Please check box if applicable **Corporation**

	Ontario Corporation No.								
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