

BEFORE YOU START

- You must use a computer/laptop and use Google Chrome or Firefox as the browser. The system is not yet mobile friendly.

Additionally, to complete your re-registration application, you must know the following legal information about your corporation:

(1) Minimum and Maximum Directors for the Company

(2) Authorized Share Capital of the Company

- Classes and types of shares
- Voting or non-voting shares
- Do the shares have dividend rights
- What happens in the event of a dissolution (winding up) of the company
- Rights, restrictions and privileges of the shares

(3) Restrictions on Share Capital

(4) Restrictions on Business

Tips: This required information was listed in your company's original application for incorporation (*however may have been changed by supplementary letters patent*). You may request a copy of this information from our Corporate Registry staff by phone at 902-368-4550 or by email at askcorporateregistry@gov.pe.ca.

If you are unsure or confused by the requirements, while not required, we recommend contacting your lawyer for assistance in completing your re-registration.

Go to: ocbr.princeedwardisland.ca

For instruction on creating an account, please review the instructions:

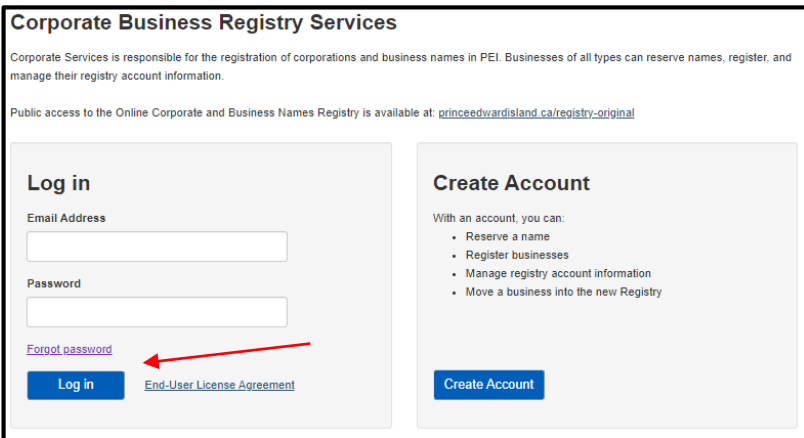
Create Account at the following link:

www.princeedwardisland.ca/sites/default/files/publications/ocbr_create_account.pdf

Step 1

Create an account on OCBR

Ignore Step 1 if you already have an OCBR Account



Corporate Business Registry Services

Corporate Services is responsible for the registration of corporations and business names in PEI. Businesses of all types can reserve names, register, and manage their registry account information.

Public access to the Online Corporate and Business Names Registry is available at: princeedwardisland.ca/registry-original

Log in

Email Address

Password

[Forgot password](#)

[End-User License Agreement](#)

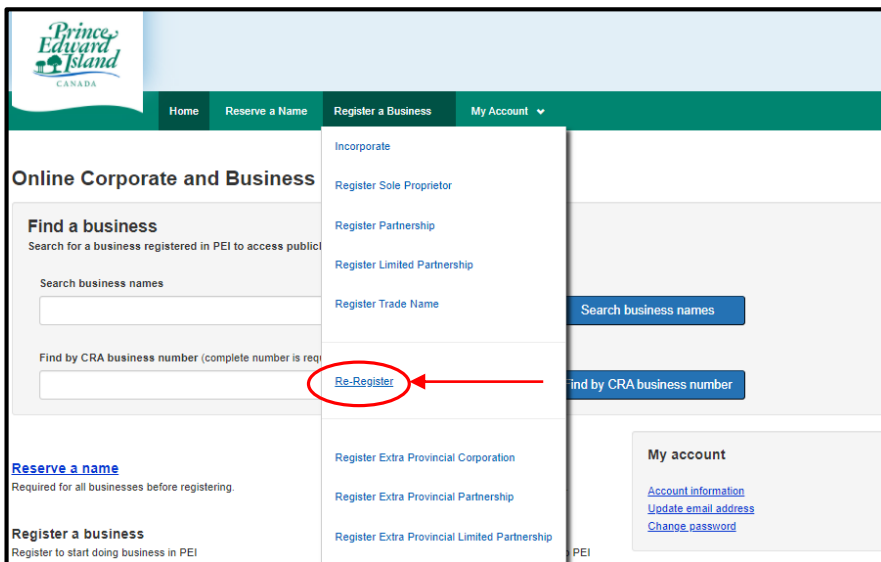
Create Account

With an account, you can:

- Reserve a name
- Register businesses
- Manage registry account information
- Move a business into the new Registry

Step 2

Log in with the Email and Password you chose when you created your OCBR Account (*above*)



Online Corporate and Business

Home Reserve a Name Register a Business My Account

Find a business

Search for a business registered in PEI to access public

Search business names

Find by CRA business number (complete number is req)

Register a Business

- Incorporate
- Register Sole Proprietor
- Register Partnership
- Register Limited Partnership
- Register Trade Name
- Re-Register**
- Register Extra Provincial Corporation
- Register Extra Provincial Partnership
- Register Extra Provincial Limited Partnership

My account

- [Account information](#)
- [Update email address](#)
- [Change password](#)

Step 3

Click Re-register under the *Register a Business* drop down

Re-Register in the Online Corporate Business Names Registry

Before you begin

- Make sure you have your **Business Number**, **PEI Registration Number**, and **Key** that was provided with your annual return or renewal. (Call us at (902) 368-4550 or email askcorporateregistry@gov.pe.ca if you have not received this information)
- Be prepared to submit a non-refundable payment using VISA, MasterCard, or Interac Online. ([Visit the Interac website](#) to see if your bank participates)

If the business is a Sole Proprietorship or a Partnership, you will also need to provide:

- Information about the owners

If the business is a Corporation, you will also need to provide:

- A share structure (or choose from a list of prepared structures)
- Information about the directors/shareholders
- Any restrictions on the business

Cancel Re-Register

Re-Register in the new Online Corporate Business Names Registry

[Contact us](#) if your business has not received a Company Key in the mail.

* CRA Business Number

* PEI Registration Number
This number is included in the **annual return / business name renewal** letter.

* Company Key
This number is included in the **annual return / business name renewal** letter.

Retrieve

Your Business

Enter your current registration number and company key above to access your business.

Cancel Next

CRA Business Number:
Business Type: Incorporated

Re-Register in the Online Corporate Business Names Registry
Business Name (step 1 of 6)

Business Type: Incorporated

* Municipality
Select Municipality

* Type
Select One

* Nature of Business

Registered address (must be PEI address)
All Prince Edward Island addresses must be a civic address

* Street Address 1 (Start typing and select from list)
Start typing address to search

Step 4
Click Re-Register

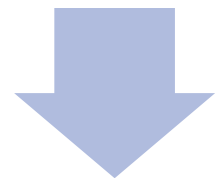


Step 5

→ Enter CRA Business Number, Company Key, and PEI Business Registration Number.

If you need assistance in finding this information, please contact the Corporate Registry staff by phone at 902-368-4550 or by email at askcorporateregistry@gov.pe.ca

→ Click *Retrieve* and then *Next*



Step 6

Complete Business name and address information.

→ Under *Type* choose “Non-distributing” unless you are a publicly traded company

→ Your registered address **MUST** be a PEI Address

→ **All PEI addresses** must be a civic address

→ All fields with a red asterisk must be completed

→ When complete click *Next*

CRA Business Number:
Business Type: Incorporated

Re-Register in the Online Corporate Business Names Registry
Directors/Shareholders (step 2 of 6)

Warning(s):

- Warning 1: Shareholder - You must record the shareholders within 60 days following registration in the business registry.

Type: Non-distributing

* Minimum Directors: * Maximum Directors:

Add, change, or remove directors/shareholders associated with the business.

- These directors/shareholders will receive notifications related to the registration.
- Directors/Shareholders can be added or changed later.

Directors/Shareholders	Position
No content available	

+ Add Director/Shareholder

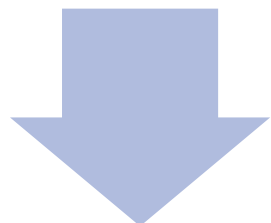
Previous Cancel Save Draft **Next**

Step 7a

→ Type the Minimum # of Directors and the Maximum # of Directors

→ Add Director and Shareholder information by clicking "Add Director/Shareholder" button (see below 7b for further instructions)

→ Click Next or Save Draft (if you want to complete later)



Add Director/Shareholder

* Director/Shareholder Type: Individual Company

* First Name:

Middle Name:

* Last Name:

* Email Address:

* Phone Number:

Phone Number Outside of Canada or USA

Alternate Number:

Select Type:

* Position:

- Director
- President
- Secretary
- Shareholder
- Treasurer
- Vice-President
- Other

Share Information

- You must check the shareholder position to be able to add shares
- You must have one row populated when the shareholder position is checked
- All empty rows will be ignored if at least one is populated and this does not need to be the first row

Type and Class of Shares	Number of Shares
Enter the type and class of shares in this field	Enter the number

+ Add Share

Step 7b

→ Enter required information for each Director and Shareholder

→ Check the applicable boxes indicating which position the individual or entity holds (ie. Director, President, Shareholder, etc.). Note you are permitted to check multiple boxes.

→ You must enter the type, class and number of shares each shareholder owns

→ You must enter addresses for each Director and Shareholder. If the address is in PEI, it must be a civic address.

Online Corporate and Business Registry (OCBR) How to Re-register your Corporation in OCBR

Re-Register in the Online Corporate Business Names Registry Share Structure & Restrictions (step 3 of 6)

Description of Classes of Shares

An incorporated business must issue at least one class of shares. In this section, you must describe the classes of shares and any maximum number of shares that the corporation is authorized to issue, any maximum aggregate amount for which shares may be issued, and the par value of each share or a statement that the shares are without par value.

If there is more than one class of shares, you must specify the rights, privileges, restrictions and conditions for each, except in the case of preferred shares authorized by the articles where the rights, privileges, restrictions and conditions are to be determined by bylaw at the time of issuance.

You may choose pre-defined text that is commonly used to describe either one or two classes of shares or you may insert your own description. **Note:** If you are not sure of your share structure, you should contact your legal or business advisor.

Please choose ONE of the following:

* Description of Classes of Shares

Predefined share structure

One class of shares

[View Share](#)

Two classes of shares

[View Share](#)

Option 1

Upload your own Share Structure for review by the Registry (file must be .pdf)

File(s) Uploaded

+ Upload PDF Document

I would like to insert my own text

Option 2

TIP: Do not attach your Annual Return as this does not have the necessary information

Step 8a

Provide Description of the Classes of Shares

→ Choose Option 1 or Option 2:

Option 1: is a predefined share structure that meets the requirements of the *Business Corporations Act*, HOWEVER it may not be similar to your current share structure or meet the requirements of your current corporate share structure.

Option 2: allows you to upload (or write in the text box) your own share structure. When you first incorporated your corporation under the *Companies Act* you created a share structure. You may want to continue with this share structure. The Corporate Registry staff can provide you with a scanned copy of your original share structure upon request. Please email askcorporateregistry@gov.pe.ca

Warning — If you are not sure of your share structure, you should contact your legal or business advisor for assistance. This choice will have legal implications on your corporation.



For more information on what you need to provide in your share structure, please review the information on the last page of this instruction guide.

Restrictions on Share Transfers

If you are incorporating a private corporation (e.g., not a public/distributing corporation) the articles may need to include restrictions on share transfer. For example, share transfers may require approval by a majority of directors or shareholders. Note: If you are not sure about restrictions on share transfer, you should contact your legal or business advisor.

If you want all transfers of shares to be approved by the directors and/or shareholders, you may choose pre-defined text that is commonly used to require approval of share transfers. You may also insert your own text. Please indicate all restrictions on share transfers at this time:

* Restrictions on Share Transfers

Pre-defined text requiring approval of share transfers **Option 1**

The right to transfer shares of the corporation shall be restricted in that no shareholder shall be entitled to transfer any share or shares of the corporation without the approval of:

- the directors of the corporation expressed by resolution passed by the votes cast by a majority of the directors of the corporation at a meeting of the board of directors or signed by all of the directors of the corporation; OR
- the shareholders of the corporation expressed by resolution passed by the votes cast by a majority of the shareholders who voted in respect of the resolution or signed by all shareholders entitled to vote on that resolution.

I would like to insert my own text **Option 2**

Upload your own Restrictions on Share Transfers for review by the Registry (file must be .pdf)

File(s) Uploaded **TIP: Do not attach your Annual Return as this does not have the necessary information**

None **Option 3**

Warning — If you are not sure of your share restrictions, you should contact your legal or business advisor for assistance. This choice will have legal implications on your corporation.

Restrictions on Business

Putting restrictions on the business a corporation may carry on is not mandatory but if you want to restrict the activities of the corporation, you must do so here

* Restrictions on Business

I would like to insert my own text **Option 1**

Upload your own Restrictions on Business for review by the Registry (file must be .pdf)

File(s) Uploaded

None **Option 2**

Step 8b
Restrictions on Share Transfers

Option 1: is a pre-defined text that requires approval of share transfer. HOWEVER, this text may not be similar to your current restrictions on share transfers.

Option 2: allows you to upload (or write in the text box) your own restrictions on share transfers. When you first incorporated your corporation under the *Companies Act* you may have set out restrictions on share transfers. You may want to continue with this same restrictions on share transfers. The Corporate Registry staff can provide you with a scanned copy of your original documents which may set out any restrictions on share transfers. Please your request email askcorporateregistry@gov.pe.ca

Option 3: No restrictions on share transfers. Be careful when choosing this option. Restrictions on share transfer are used so that shareholders can control who will become a shareholder in their corporation.

Step 8c
Restrictions on Business

Option 1: allows you to upload (or write in the text box) if there are any restrictions on your business. An example where this may be required is for professional corporations, such as professions regulated by legislation (ie. *Registered Health Professionals Act*)

Option 2: there are no restrictions on the business.

CRA Business Number:
Business Type: Incorporated

**Re-Register in the Online Corporate Business Names Registry
Contacts (step 4 of 6)**

These contacts will receive notifications related to the registration.

First Name	Middle Name	Last Name	Email Address	Phone Number
No content available				

[+ Add Contact](#)

[Previous](#) [Cancel](#) [Save Draft](#) [Next](#)

Add Contact

• Denotes Required field

• First Name:

Middle Name:

• Last Name:

• Phone:

Phone Number Outside of Canada or USA

• Email Address:

[Save](#) [Cancel](#)

Step 9

Add Contacts

- Click "+ Add Contact"
- Add Contact screen will pop up. Enter contact information.
- Click *Save*
- If you would like additional contacts, please repeat the above process.

Note that the contact is the person/email account that will receive all annual return or renewal documents. Please provide a contact that will ensure that annual returns/registrations are filed. The contact will also receive the company key if the generation request is made.

- At any point you can click *Save Draft* to save your application. It will save and you can continue with your application
- Click *Next*



CRA Business Number:
Business Type: Incorporated

Re-Register in the Online Corporate Business Names Registry
Checkout (step 5 of 6)

Fee Breakdown

- Your annual return for 2017 will be \$30.00
- Your annual return for 2018 will be \$30.00
- Your annual return for 2019 will be \$30.00
- Your annual return for 2020 will be \$30.00
- Your annual return for 2021 will be \$30.00
- Your annual return for 2022 will be \$30.00

*Example: This corporation owes 6 years of Annual Returns to bring the corporation into good standing
6 x \$30 = \$180*

Product	Price	Quantity	Total
Annual Return	\$180.00	1	\$180.00
Incorporation	\$0.00	1	\$0.00
Subtotal:			\$180.00
Taxes:			\$0.00
Grand Total:			\$180.00

[View Filing Information](#)
(You must review the Filing Summary by clicking the link to enable the check box.)

I have reviewed the information being submitted and confirm it is correct. Refunds are not provided after an application has been submitted. If the information provided in your application does not meet the eligibility requirements, or you choose to cancel your application at a later date, you will not receive a refund.
By clicking Next, you will be re-directed to process your payment and unable to make further updates.

Previous Cancel **Next**

Step 10

Review Filing Information and Checkout

→ Your company may be behind in your Annual Return Filings (\$30/year). If your company is behind in filings, the amount owing will show in blue under the heading "Fee Breakdown". If you owe nothing, this blue section will not appear.

→ Re-registration has no Fee. Listed as "Incorporation" in the invoice.

→ Click *View Filing Information*. Ensure that the information you inputted is correct.

HINT: You will not be able to check the box until you view the filing information.

→ Check the box to verify that you have reviewed the *Filing Information*.

→ Click *Next*.

Please do not click the back button, or refresh the page, while we process your payment.

If you have no credit card, please contact 902-368-4550 or askcorporateregistry.gov.pe.ca

Cardholder Name

Card Number MMYY CVV ?

Total **\$180.00**

Cancel Process

Step 11

Credit Card Payment

→ If you are owing on your Annual Returns, please make payment with credit card

→ Click *Process*

→ NO payment if your Annual Returns are up to date.