

Renewing an Extra-Provincial Registration in the Online Corporate Business Registry (OCBR):

*Desktop or laptop computers are best since mobile devices such as phones and tablets are not compatible with our online system.

*The best internet browsers to use are either Mozilla Firefox or Google Chrome.

-Visit our portal: <https://ocbr.princeedwardisland.ca>

-Create user account if you have not already done so.

-After creating and activating your user account, return to the above address and log in to the portal.

-From the Registry Home Page, search for the company by its name in the top search field and click the blue button labeled, **“Search Business Names”**.

-Select the company from the list of results that follow; this will bring you to the company’s summary page. *You will know that you are on the company’s page because the name of the company will appear at the top of the page.

-Look for the words, **“Manage this Business”** and click on them.

-Check the CAPTCHA box indicating that you are **“not a robot”** and provide your unique **Company Key**, then click, the blue button labeled, **“Confirm”**.

-Look again to the **“Manage this Business”** section and you should now see a button labeled **“Renew Entity”**.

-You may proceed through the application that follows, providing any necessary updates about the company since last year. *Please note that you will see a couple of references to **“Proof of Incorporation in Home Jurisdiction”**. **As this information was already provided to our Department at the time of initial registration, it is not necessary to provide this information again when renewing the registration.** At the end of the application, the portal will collect \$275 from you. This fee is payable by Visa, Mastercard or Debit Credit.

*Should you have further questions, please contact our office:

Phone: 902-368-4550

Email: askcorporateregistry@gov.pe.ca