

Go to: [ocbr.princeedwardisland.ca](http://ocbr.princeedwardisland.ca)

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

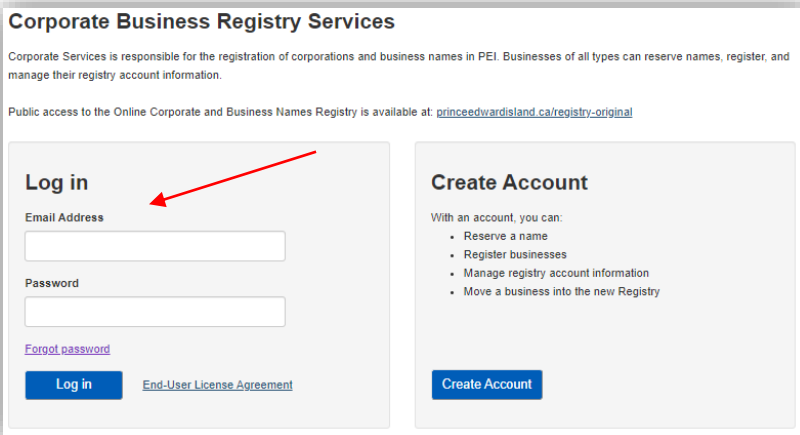
**Create Account** at the following link:

[www.princeedwardisland.ca/sites/default/files/publications/ocbr\\_create\\_account.pdf](http://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](http://princeedwardisland.ca/registry-original)

**Log in**

Email Address

Password

[Forgot password](#)

[End-User License Agreement](#)

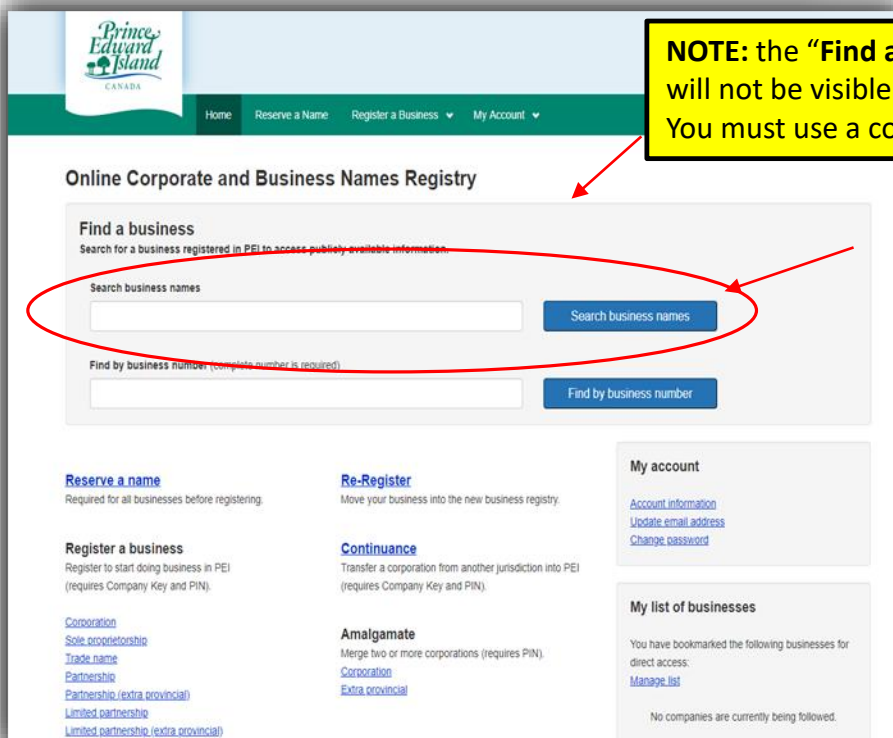
**Create Account**

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*)



Prince Edward Island Canada

Home Reserve a Name Register a Business My Account

Online Corporate and Business Names Registry

**Find a business**  
Search for a business registered in PEI to access publicly available information.

Search business names

Find by business number (company number is required)

**Reserve a name**  
Required for all businesses before registering.

**Re-Register**  
Move your business into the new business registry.

**Register a business**  
Register to start doing business in PEI (requires Company Key and PIN).

**Continuance**  
Transfer a corporation from another jurisdiction into PEI (requires Company Key and PIN).

**Amalgamate**  
Merge two or more corporations (requires PIN).

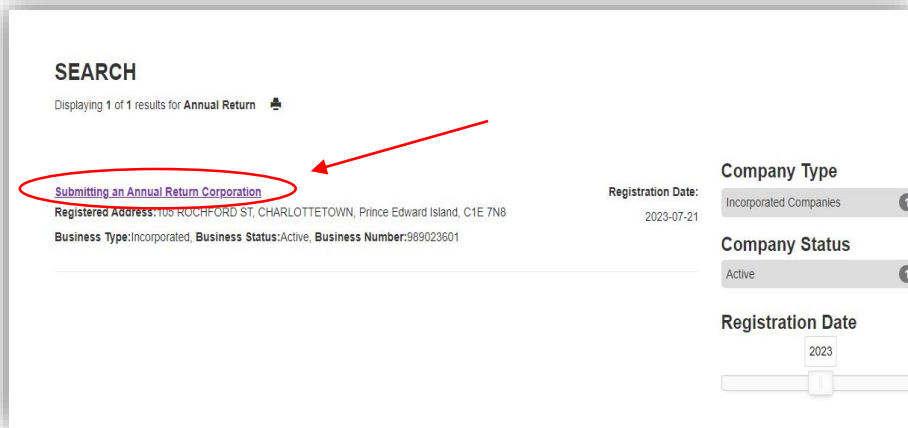
**My account**  
[Account information](#)  
[Update email address](#)  
[Change password](#)

**My list of businesses**  
You have bookmarked the following businesses for direct access:  
[Manage list](#)  
No companies are currently being followed.

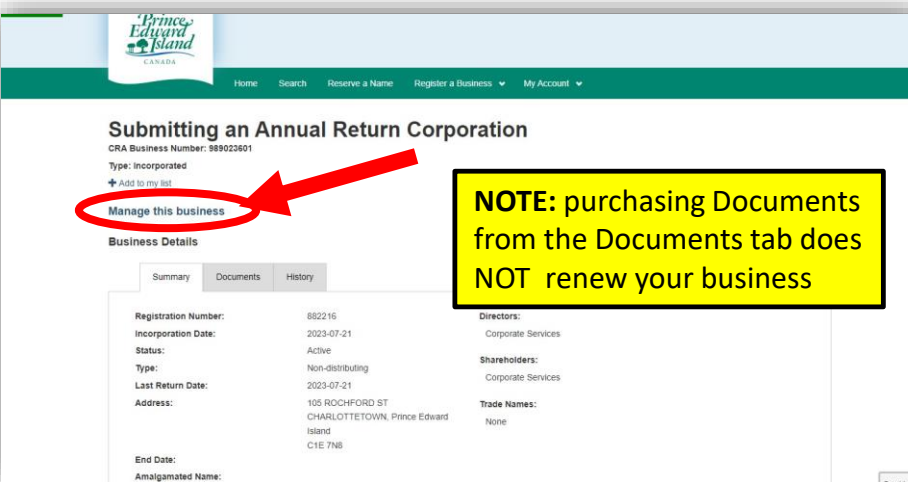
**NOTE:** the "Find a Business" box will not be visible on your phone. You must use a computer.

## Step 3

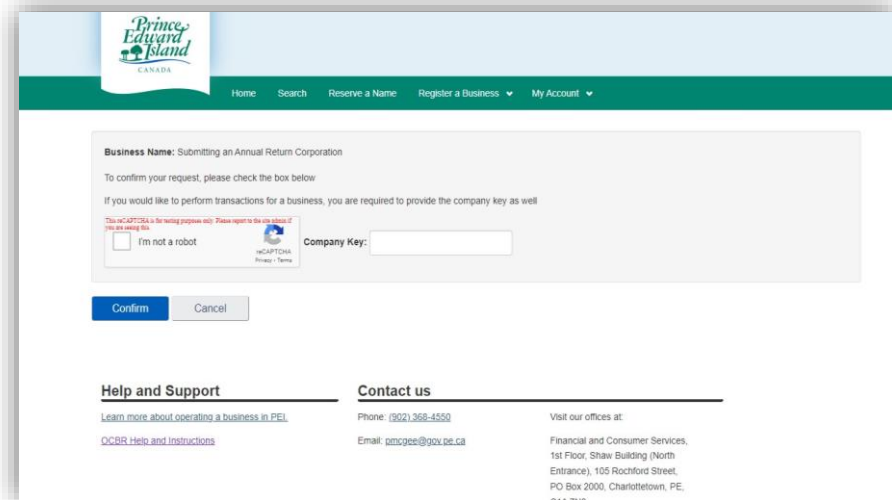
Search for your business by entering your business name in the search field "Search business names" then click on the blue button labeled "Search business names"



**Step 4**  
Click on the link that matches your business name



**Step 5**  
Click on "Manage this Business"



**Step 6**  
Enter your Company Key, Click on I'm not a robot. Confirm  
*If you do not have your company key, please contact [askcorporateregistry@gov.pe.ca](mailto:askcorporateregistry@gov.pe.ca)*



**Submitting an Annual Return Corporation**  
CRA Business Number: 989023601  
Type: Incorporated

Manage this business

Amalgamate Amend Articles of Incorporation Amend to Unlimited Liability Corporation  
Discontinuance Dissolve Generate a New Entity Key  
**Submit Annual Return** Update Name

Business Details  
Summary Address Directors/Shareholders Share Structure & Restrictions Contacts Documents History  
Update Summary Information Amend Articles

**Step 7**  
Click on the Submit Annual Return button



**Step 8**  
Click Start Annual Return



Business Name: Submitting an Annual Return Corporation  
CRA Business Number: 989023601

**Annual Return**

Before you begin

- Annual Returns for Submitting an Annual Return Corporation are due for the following years: 2023
- Be prepared to submit a non-refundable payment using VISA, MasterCard, or Interac Online. [Visit the Interac website](#) to see if your bank participates)

Cancel **Start Annual Return**

Help and Support Contact us  
Learn more about operating a business in PEI Phone: (902) 368-5500 Visit our offices at

**Step 9**  
Select the option that best fits your business. Review the Nature of Business to ensure the description is accurate. Click Next.



**Submitting an Annual Return Corporation**  
CRA Business Number: 989023601  
Business Type: Incorporated

**Annual Return**  
2023 Annual Return (3 steps)

Which of the following statements correspond to the corporation's situation?

- Non-distributing corporation with 50 or fewer shareholders
- Non-distributing corporation with more than 50 shareholders
- Distributing corporation

**#1 Click on the option that suits your business**

**Nature of Business**

Annual Return

**#2 Make sure this matches what your business does**

Cancel **Next** **#3 Click Next**

**NOTE:** a distributing corporation sells shares publicly (ie. Stock Market)

**Step 10**  
Verify your address



*If you need to change your address, type in the street number and the first few letters of your street name. A pop down menu will show up. Click the one that matches.  
Enter your Postal Code*



**Hint** – If it isn't working type slower. Don't copy and paste your address in the box.

*If your mailing and street addresses are the same, click this box*



Previous or EFP User

ATA/AT

Email Address  
example@domain.com

Phone Number  
xxx-xxx-xxxx

Phone Number Outside of Canada or USA

Alternate Number  
xxx-xxx-xxxx

Type  
Select Type

Previous Cancel **Next**

**Help and Support**  
Learn more about operating a business in PEI.  
OCBR Help and Instructions

**Contact us**  
Phone: (902) 368-4350  
Email: ocpope@gov.pe.ca  
Visit our offices at:  
Financial and Consumer Services,  
1st Floor, Shaw Building (North Entrance), 105 Rochford Street,  
PO Box 2033, Charlottetown, PE

**Step 11**  
After confirming your address, scroll to the bottom, and click Next



Submitting an Annual Return Corporation

CRA Business Number: 989023601  
Business Type: Incorporated

Annual Return  
2023 Annual Return (3 steps)

Type:  
Minimum Directors: 1 Maximum Directors: 10

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	
Corporate Services	Director, President, Shareholder	<b>Edit/Remove</b>

**+ Add Director/Shareholder**

Previous Cancel **Next**

If you need to make a change to an existing Director/Shareholder (including addresses) Click here

If you need to add a new Director/Shareholder, Click Here

**Step 12**  
Update Director and Shareholder Information  
If there are no changes, click on next



Add Director/Shareholder

Director/Shareholder Type:  Individual  Company

First Name: Corporate

Middle Name:

Last Name: Services

Email Address: adkcorporateregistry@gov.pe.ca

Phone Number: 902-368-4350

Phone Number Outside of Canada or USA

Alternate Number: xxx-xxx-xxxx

Position:  
 Director  
 President  
 Treasurer  
 Vice-President  
 Shareholder  
 Other

Click ALL options that apply.

Type and Class of Shares

Number of Shares: 1,000

Enter the type and class of shares in this field

Enter the number of shares in this field

**+ Add Share**

Address:  
All Prince Edward Island addresses must be a civil address

Non PEI Address

Street Address 1 (Start typing and select from list): 105 ROCHEFORD ST

Street Address 2:

City/Town: CHARLOTTETOWN

Province, State or Other: Prince Edward Island

Country: Canada

Postal or ZIP Code: C1E 7N8

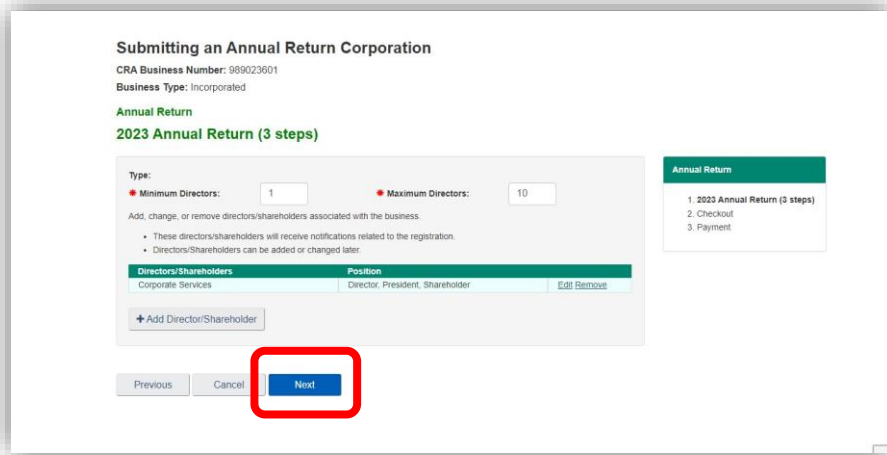
**Save**

Enter share information here

- If you need to change your address, type in the street number and the first few letters of your street name. A pop down menu will show up. Click the one that matches.  
- Enter your Postal Code

Click on save once all information is correct in the Director/Shareholder section.  
Click on Save to continue





**Submitting an Annual Return Corporation**  
CRA Business Number: 989023901  
Business Type: Incorporated

**Annual Return**  
2023 Annual Return (3 steps)

Type:  
• Minimum Directors: 1 • Maximum Directors: 10

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	
Corporate Services	Director, President, Shareholder	Edit Remove

+ Add Director/Shareholder

Previous Cancel **Next**

**Step 12**  
Once all Directors/Shareholders are confirmed, click Next



**Step 14**  
Proceed to the checkout page

# Online Corporate and Business Registry (OCBR) Checkout Instructions

To move from the checkout screen to the payment screen, you need to complete the following actions:

1. Click **View Filing Information**
  - *Clicking View Filing Information will open a separate tab in your internet browser. See below.*

#1 – Click here

This is the Checkout Screen tab

2023 Annual Return (3 steps)

#### Fee Breakdown

Your annual return for 2023 will be \$30.00

Product	Price	Quantity	Total
Annual Return	\$30.00	1	\$30.00
			Subtotal: \$30.00
			Taxes: \$0.00
			Grand Total: \$30.00

#### Annual Return

1. 2023 Annual Return (3 steps)
2. Checkout
3. Payment

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**

This is the Filing Summary tab

2. Review the information in the Filing Summary

This is the Filing Summary Screen

## Filing Summary

Basic Information #2 – Review Below

Name  
JDoe Business Consulting

Service  
Named Company Reservation

CRA Business Number

This is the Checkout Screen tab

3. Click on the Checkout Screen tab to get back to the Checkout Screen.

*Depending on the type of application you are working on the following titles could show in the Checkout tab:*

- **Reserve Name** (current example)
- **Renew Entity**
- **Re-register**
- **Submit Annual Return**

#3 – Click Checkout Screen Tab

**Note:**  
**DO NOT**  
**click the X**

## Filing Summary

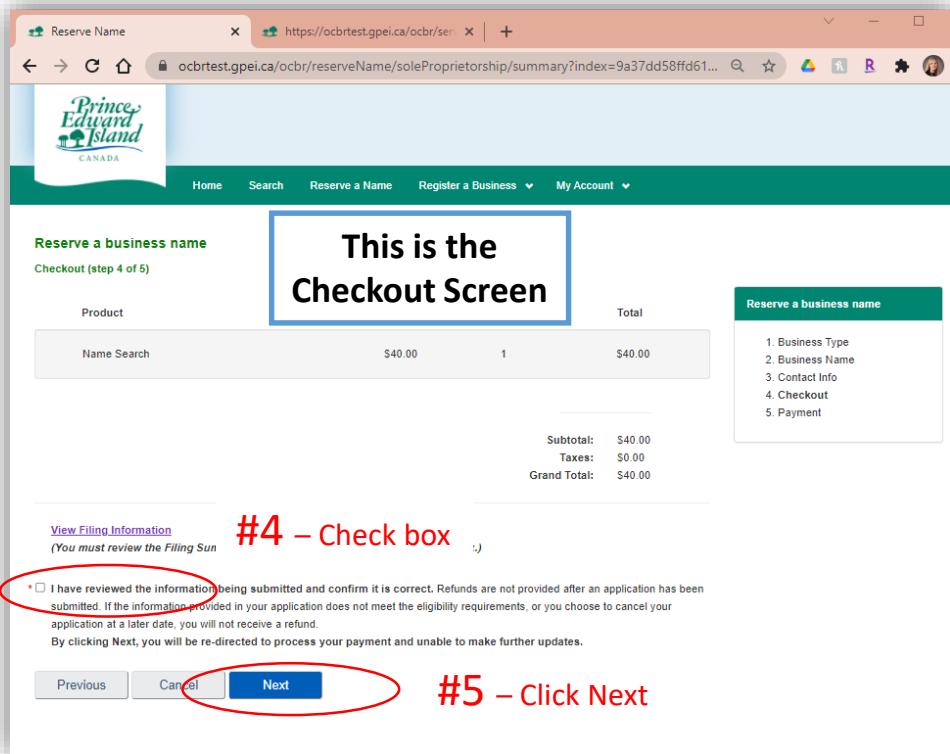
Basic Information

Name  
JDoe Business Consulting

Service  
Named Company Reservation

CRA Business Number

# Online Corporate and Business Registry (OCBR) Checkout Instructions



The screenshot shows the OCBR checkout page. A blue box highlights the text "This is the Checkout Screen". A table lists the product "Name Search" for \$40.00. A sidebar on the right shows the checkout steps: 1. Business Type, 2. Business Name, 3. Contact Info, 4. Checkout, 5. Payment. A red circle highlights a checkbox with the text "#4 - Check box". Below the checkbox, a red circle highlights the "Next" button with the text "#5 - Click Next".

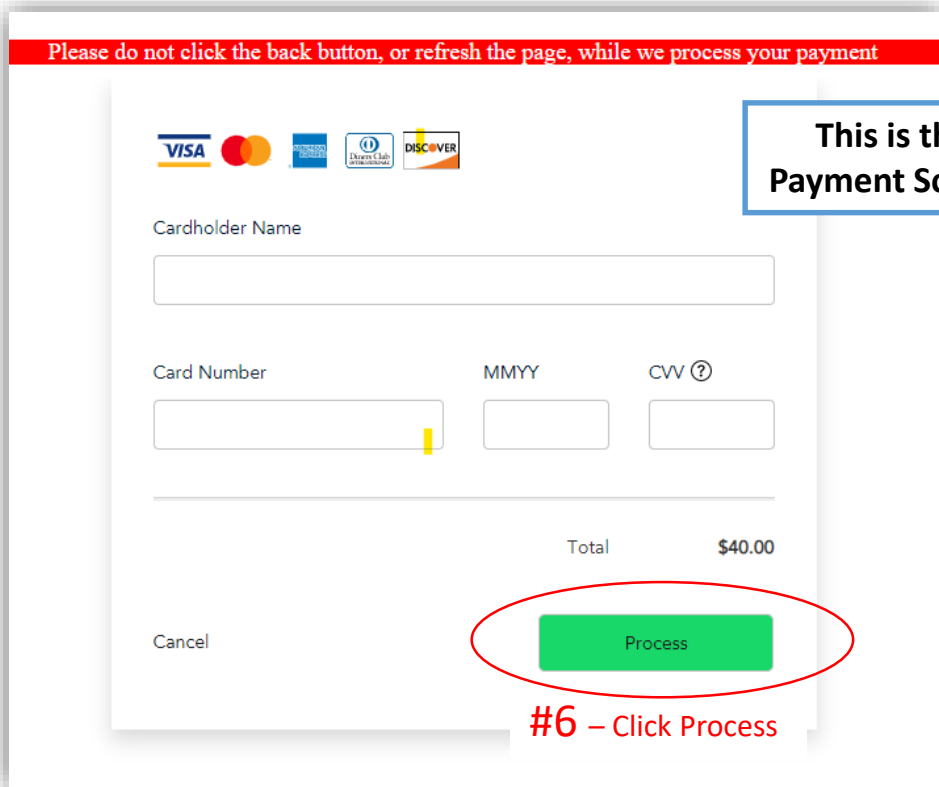
Product	Total
Name Search	\$40.00
Subtotal:	\$40.00
Taxes:	\$0.00
Grand Total:	\$40.00

**#4 - Check box**

**#5 - Click Next**

4. Check box ***"I have reviewed the information..."***

5. Click ***Next***



The screenshot shows the OCBR payment screen. A red banner at the top reads "Please do not click the back button, or refresh the page, while we process your payment". Logos for VISA, Mastercard, American Express, Discover, and Interac are displayed. A blue box highlights the text "This is the Payment Screen". The form includes fields for Cardholder Name, Card Number, MMY, and CVV. A red circle highlights the "Process" button with the text "#6 - Click Process".

**This is the Payment Screen**

**#6 - Click Process**

6. Put your credit card information in and Click ***Process***



This is the  
Confirmation/Receipt  
Screen

**Reserve a business name**  
Receipt for Business Name Reservation  
JDoe Business Consulting

Your payment was successful. A confirmation email with a copy of this receipt will be sent shortly. [Print](#)

Date	2023-06-30 15:46:10	Transaction Total	\$40.00
Purchase ID	128088	Status	APPROVED
Card Holder Name	Corporate Registry	Order ID	FIS_54969_20230630034532
Auth Code	KN7154	Response / ISO Code	027 / 1

**Products Purchased**

Product	Price	Quantity	Total
Name Search	\$40.00	1	\$40.00

Subtotal	\$40.00
Taxes	\$0.00
Grand Total	\$40.00

#7 – Review Status

7. Review your Status to confirm your transaction was completed.

- Status should say **APPROVED**
- Receipt will be emailed to your email account, but you can also print a receipt from this screen

You have completed the Checkout Process. Please review your email to see if there are further steps required.

If there are any questions or you are still having trouble with the checkout process, email [askcorporateregistry@gov.pe.ca](mailto:askcorporateregistry@gov.pe.ca) or call 902-368-4550 Ext 1 (*please leave a voicemail if you are unable to reach us*)