



## Corporations Canada Launches Changes to Fees and Service Standard Times and New Express Services Today

By Mark Blumberg, January 15, 2020

Corporations Canada has launched today new service fees and standards for federal not-for-profit corporations under the *Canada Not-for-profit Corporations Act* ("CNCA"). Sounds boring but actually there is some very exciting news below that I have highlighted in **turquoise** because that is my favourite colour.

### Changes to Service Fees

To encourage the use of online transactions, some of the filing fees completed through Corporations Canada's [Online Filing Centre](#) are cheaper or even free. Some notable fee changes if completed through the Online Filing Centre are the following:

- **Request for copies of uncertified documents will be FREE (instead of \$1 per page)**
- Filing annual return will be \$12 (instead of \$20)
- Amending minimum and maximum number of directors and province/territory of registered office address in articles only will be FREE (instead of \$200 if these are the only change to the articles)

Being able to obtain documents on Federal corporations for free is an amazing increase in transparency. This will be most useful for staff and board members of Federal non-profits – they can download the corporation's documents (Articles of Incorporation, Articles of Continuance, Articles of Amendment, By-laws, Financial Statements, etc) for free. I am often dealing with staff and board members who have not actually seen the real documents.

This will also be useful for regulators and journalists and the public. Although obtaining say articles and by-laws might have only cost say \$50 per organization depending on the page count these costs can really add up. Now for example many industry associations can obtain easily documents on their members who are Federal non-profit corporations. Lawyers who represent a client who is a Federal non-profit corporation can quickly access certain corporate documents which in my experience for some organizations can take days to receive.

I cannot emphasize enough how important this change will be for transparency in the Federal non-profit area which affects a large number of Federal non-profits and charities.

As well it is even more important that people in non-profits pay attention to their filing requirements as more people will be looking at these documents. Many soliciting corporations have not filed their financial statements. Some non-profits have forgotten to file their by-laws (which are supposed to be filed within 12 months of when they were passed). Some non-profits have not updated their address or director information.

Here is a full list of service fees that have changed (anything not listed remains the same).

**Changes to fees – under CNCA**

<b>Service</b>	<b>Delivery method</b>	<b>Current fee</b>	<b>New fee (as of January 15, 2020)</b>
<b>Annual return</b>	Online	\$20	\$12
<b>Amendment to minimum and maximum number of directors only</b>	Online	\$200	Free
<b>Amendment to province of registered office address only</b>	Online	\$200	Free
<b>Amalgamation Amendment Continuance (import) Letter of satisfaction Revival</b>	Email or mail	\$200	\$250
<b>Arrangement</b>	Online, email or mail	\$200	\$500
<b>Certificate of compliance or existence</b>	Email or mail	\$10	\$20
<b>Cancelled certificate</b>	Email or mail	Free	\$250
<b>Corrected certificate</b>	Email or mail	\$200	\$250
<b>Copies of documents (uncertified)</b>	Online	\$1 per page	Free
	Email or mail		\$5 per document
<b>Copies of documents (certified)</b>	Email or mail	\$35 per document	\$40 per document
<b>Exemptions for annual meetings and gross annual revenues</b>	Online, email or mail	Free	\$250
<b>Restated articles</b>	Email or mail	\$50	\$100
<b>Revocation of intent to dissolve</b>	Email or mail	\$50	\$100

## **Changes to Service Standard Times**

There are some service standard times that have also changed today. Some notable service standard times when filed by e-mail or mail (not through the Online Filing Centre) include:

- Filing Annual Return, Articles of Amalgamation, Articles of Amendment, Articles of Continuance (import) and Articles of Incorporation will take 10 business days (instead of 5 business days)
- Request for a Certificate of Compliance or Existence will take 10 business days (instead of 1 business day).

Here is a full list of service standard times that have changed (anything not listed remains the same).

<b>Changes to Service Standard Times – under CNCA</b>			
<b>Service</b>	<b>Delivery method</b>	<b>Current standard (business days)</b>	<b>New standard (business days)</b>
<b>Annual return</b> <b>Amalgamation</b> <b>Amendment</b> <b>Continuance (import)</b> <b>Incorporation</b> <b>Letter of satisfaction</b> <b>Revival</b> <b>Revocation of intent to dissolve</b>	Email or mail	5 days	10 days
<b>Certificate of compliance or existence</b>	Email or mail	1 day	10 days
<b>Cancelled certificate</b> <b>Corrected certificate</b>	Email or mail	20 days	10 days
<b>Copies of documents (uncertified)</b>	Online	1 day for active corporations /	1 day
	Email or mail	6 days for inactive corporations	10 days
<b>Copies of documents (certified)</b>	Email or mail	1 day for active corporations / 6 days for inactive corporations	10 days
<b>Restated articles</b>	Email or mail	5 days	10 days
<b>All other services</b>	Email or mail	Varies	10 days

[Click here](#) to read the full Regulations Amending the CNCA (SOR/2019-224).

## **New Express Service**

In view of some of the longer service standard times, Corporations Canada is now offering a new express service for 2 online transactions (incorporations and amendments) and 4 services by e-mail or mail (amalgamations, continuances, letters of satisfaction and revivals). It will cost an additional \$100 on top of the regular service fee. The service standard time will be 4 hours for online transactions and 1 business day for e-mail or mail transactions.

## **Removal of PDF Forms**

Corporations Canada has also removed the following PDF forms from its website in order to encourage the use of online transactions:

- Form 4001 – Articles of Incorporation
- Form 4003 – Change of Registered Office Address
- Form 4004 – Articles of Amendment
- Form 4006 – Changes Regarding Directors
- Form 4022 – Annual Return

The PDF forms listed above will only be made available upon request to [Corporations Canada](#). So Corporations Canada is in effect saying you should login to the Corporations Canada Online Filing Centre and prepare the documents there.

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