

It is generally recommended to start a new not for profit from scratch. There is information below with regards to registering a new non-profit. We are here to share a guiding hand as you work towards becoming a non-profit organization.

There are 2 options for turnaround time for creating an Ontario not for profit, either 8-12 weeks or 7 business days. The turnaround time is from when Ontario Business Central receives your signed documents.

Base fee for 8-12 weeks = \$515.40 Base fee for 7 business days = \$615.40

Please keep in mind that you will need a minimum of 3 directors who are 18 years or older, and ALL directors must sign the same copies of the documents. Instructions will be sent with the prepared documents, but you will be required to print off the pages and have all directors sign, then scan and email them to the Ontario Business Central office.

The link breaking down the fees is:

<https://www.ontariobusinesscentral.ca/forms/non-profit-incorporation-ontario.php>

You can also register as a Federal corporation. The turnaround time is between 1-2 business days, and 3 directors are also required. The base fee is \$638.36 and the breakdown of fees is found here:

<https://www.ontariobusinesscentral.ca/forms/non-profit-incorporation-federal.php>

Object Clauses

Your object clauses state the purpose of your NFP and what you are setting out to do. You can either provide your own wording, or use one of Ontario Business Central's pre-approved clauses. If you are registering as a Charity, you will want to use charitable object clauses. If you do not use a pre-approved charitable object clause, it would be considered custom wording and it requires approval from the Public Trustee before the Charity can be approved. This would add an additional 4 week processing time, as well as an additional \$150 government fee.

Naming the NFP

Examiners generally want to see a distinctive and descriptive element to your name. The distinctive part helps distinguish your NFP from others, and the descriptive element gives an idea of what you do. The name cannot appear to be a for-profit business name, and must also correlate with your object clauses (ie. If the word FOUNDATION is used, you must use foundation clauses).

Initial Notice filing

The Initial Notice is a mandatory filing due within 60 days of creating your NFP. With this filing, you will list your President and Secretary, which are both required for a NFP. If you wish, you can include the Initial Notice filing with your order and we will keep track of the 60 days and file for you. Otherwise, you may complete this filing on your own, within 60 days of the date stamped on your completed documents. A Federal NFP does not require this filing, however, Annual Return filings are required for all Federal NFPs in order to remain active.

Charitable Tax Number

If you are looking to process your Charitable Tax Number, the CRA has now launched a suite of digital services. The application to register a Charity under the Income Tax Act is available through My Business Account. If you wish to contact Revenue Canada, the telephone number is 1-800-959-5525.



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More information below are links to several blogs on the Ontario Business Central site, with information you may find helpful:

HOW TO START A NON PROFIT ORGANIZATION:

<https://www.ontariobusinesscentral.ca/blog/how-to-start-a-nonprofit-organization/>

GOVERNMENT GRANTS AND FUNDING FOR A NOT FOR PROFIT BUSINESS:

<https://www.ontariobusinesscentral.ca/blog/government-grants-and-funding-for-a-not-for-profit-business/>

WHAT IS THE DIFFERENCE BETWEEN A NOT FOR PROFIT AND A CHARITY:

<https://www.ontariobusinesscentral.ca/blog/what-is-the-difference-between-a-not-for-profit-and-a-charity/>

Please reach out to **Richard Felton, LKCC Board Chair** with any questions you may have.

He is ready and able to assist you in this process.

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