

Happy holidays from Cyberbahn!

2018 is almost wrapped up. Once again, we can look back with pride on a successful year, thankful for the support you have given us over the past twelve months. This is a time for reflection and celebration, and all of us here at Cyberbahn would like to wish you peace and happiness as we head towards 2019. We thank you once again for placing your trust in us and for continuing to contribute to our shared success.

Happy holidays!

#### Holiday schedule – service availability

Please be sure to check out our holiday schedule and get all your critical documents in on time: **Monday, December 24, 2018 and Monday, December 31, 2018**

**Cyberbahn Online:** The Cyberbahn website and associated services will be available from 8:00 a.m. to 6:00 p.m., meaning that any electronic filings of corporate documents available for filing through the Cyberbahn Online portal will be accepted until 6:00 p.m. **Please note**, however, that we will be operating on reduced staff after 12 p.m. (noon) on both days. This may impact the turnaround times for processes that require manual intervention, as well as any escalated or technical support. We strongly encourage you to submit any urgent transactions well in advance of noon on these days.

Additionally, Corporate Supplies orders need to be submitted by no later than 11 a.m. on December 24th and December 31st in order to ensure delivery by the next business day.

**Legal i Link/Full Service:** Our full-service corporate and litigation support services will also be operating with reduced staff on these days. In addition to this, we do anticipate a busy day as people begin preparing for the holiday break. Though we will ensure that every effort is made to file all documents on the same day, we must advise that documents received **after 12:00 p.m.** may be filed on the next business day (see below for office closure details).

Please be sure to coordinate any urgent matters with one of our customer service representatives.

#### **Tuesday, December 25, 2018 and Wednesday, December 26, 2018**

The Cyberbahn offices will be closed in celebration of the Christmas Day and Boxing Day holidays. Any online requested transactions will be processed on the following business day (Thursday, December 27, 2018).

#### **Thursday, December 27, 2018 and Friday, December 28, 2018**

The Cyberbahn offices are open from 8:00 a.m. to 6:00 p.m. for all transactions. Due to reduced staffing at the various government offices required for filing of documents, and although every effort is made to file all documents on the same day, non-electronic documents received **after 3:30 p.m.** may be filed the next business day.

Please be sure to coordinate any urgent matters with one of our customer service representatives.

## Tuesday, January 1, 2019

The Cyberbahn offices will be closed in celebration of the New Year's Day holiday. Any online requested transactions will be processed the following business day.

End- of-year litigation and corporate filings – get yours in early!

As the end of the year nears and as document filing needs become more urgent, remember that Cyberbahn is here to assist you with any filings that need to be registered with the Ministry of Government and Consumer Services or filed with the various Courts.

Keep in mind that during this time we experience an increase in demand for document filing and often encounter extreme delays at the various government offices. As a result, the average wait times for court document issuances, filings, reviews, copies and searches will be increased substantially. We encourage you to send all rush documents for filing as soon as possible and to clearly identify when the documents need to be filed. Although every effort will be made to file all documents, those documents that have an expiring limitation will take priority over any other filings.

Here are some helpful tips to remember in order to ensure the successful filing of all documents:

- If you are sending your documentation to us overnight via courier, please request **9:00 a.m. delivery** to ensure expedited filing.
- For filing of corporate and litigation documents, cheques must be payable to the Minister of Finance and must have a pre-printed name and address (i.e., temporary cheques are not acceptable).
- Check your documents for common deficiencies, ensuring that the correct number of documents are sent and that original signatures are in place in accordance with the applicable rules and/or regulations associated with your request.
- All Limitation Periods must be clearly stated in your cover Letter/Memo to us.
- Post-dating of your Ontario articles is available up to 30 days in advance.

If you are unsure of a requirement or timeline for completion of a task, please contact our email: [cyberbahn.info@dyledurham.com](mailto:cyberbahn.info@dyledurham.com) at your earliest convenience. They will be happy to provide answers to any questions you may have.

Please remember to courier or mail all your corporate articles and litigation documents to:  
Att: First Canadian Place, Exchange Tower, 130 King Street West, Suite 501, Toronto, ON M5X 1E4

### Notice regarding co-operative corporations

As of October 29, 2018, ServiceOntario is responsible for the incorporation of co-operative corporations (co-ops) in Ontario, including filings to change and dissolve a co-op. The legal requirements to incorporate a co-op will not change, although new forms will be required. The new forms were made available by ServiceOntario on October 29, 2018.

Please note that the Financial Service Commission of Ontario (FSCO) continues to oversee other aspects of co-op regulation under the *Co-operative Corporations Act*.

