

Customer eBulletin - Summer 2018

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Summer is usually a time for (most of) us to take the foot off the gas and grab a breather as we steel ourselves for the colder weather that lies ahead. 2018 has certainly been a sweltering one here in Ontario, and we hope that you've all had a chance to partake in a little bit of downtime, perhaps at a lake or cottage as so many of us love to do.

We hope that you've had a chance to recharge some of those batteries. In the meantime, we've continued working on bringing you the best solutions possible. Some of our latest improvements and releases are listed below:

Entity Management Enhancements

Ontario Initial Return (IR) Form 2 filings As a result of the latest Entity Management release, you can now file an Ontario Initial Return (IR) Form 2 for Extra-Provincial corporations as a standalone form. Currently, it was only possible to request a Form 2 as part of a Federal incorporation order bundle.

Simply select the option from the initial filing drop-down menu.

The screenshot displays the 'ENTITY MANAGEMENT' interface. At the top, there is a navigation bar with links for HOME, START A BUSINESS, MAINTAIN A BUSINESS, ORDERS, BUSINESS RECORDS, and ADDRESS BOOK. Below this is a section titled 'Initial Filing'. Underneath, there is a 'New Order Setup' section. It contains two main fields: 'Jurisdiction' and 'Initial Filing Type'. The 'Jurisdiction' field is a dropdown menu currently set to 'Ontario'. The 'Initial Filing Type' field has two radio button options: 'Form 1 ON Corporation filing' and 'Form 2 ON Extra-Provincial Corporation filing'. The second option is selected, and a red arrow points to it. Below the 'New Order Setup' section is another section titled 'Identify and Retrieve Corporation Data for your Initial Filing', which contains two links: 'Start with a Business Record' and 'Start with a blank form'.

You can create an IR Form 2 order from a blank form or by selecting a pre-existing Business Record. Since a Form 2 can only be filed for corporations where the home jurisdiction is outside Ontario, the Business Record flow conveniently limits your search to Federal corporations that were previously incorporated in Entity Management by the related user account.

ENTITY MANAGEMENT

HOME [START A BUSINESS](#) MAINTAIN A BUSINESS ORDERS BUSINESS RECORDS ADDRESS BOOK

Order 1000118558 **10000914 CANADA INCORPORATED**
Change Order Items File / Matter Number:

Enter Details

Checklist

Basic Information

Addresses

Extra-Provincial Reg. ON

Contacts & Other Details

Review & Submit

Errors & Warnings

Data Summary

Review Fees & Submit

Extra-Provincial Corporation Name and Registration Details

Corporation Name *
10000914 CANADA INCORPORATED

Date of Formation *
2018/06/06

Jurisdiction of Incorporation/Amalgamation or Continuation *
Canada (Federal)

Is this a Not-for-Profit Corporation?
 Yes No

Former Corporation Name (if applicable)

pre-populated from the Business Record

Note that a Form 2 transaction initiated from a blank form will not have key data prepopulated, nor will it create a Business Record when the order is completed.

Deficiency Data Extracts & corresponding Annual Filings

Deficiency Data Extracts are generally available in Ontario to address issues with previously submitted annual filings. You can now request a Deficiency Data Extract through our Entity Management service and use it to file an Annual Return for a Form 1 or Form 2 corporation.

Accounting Plus

Cyberbahn's newly improved Accounting Plus service has now officially been launched and is available to all our clients.

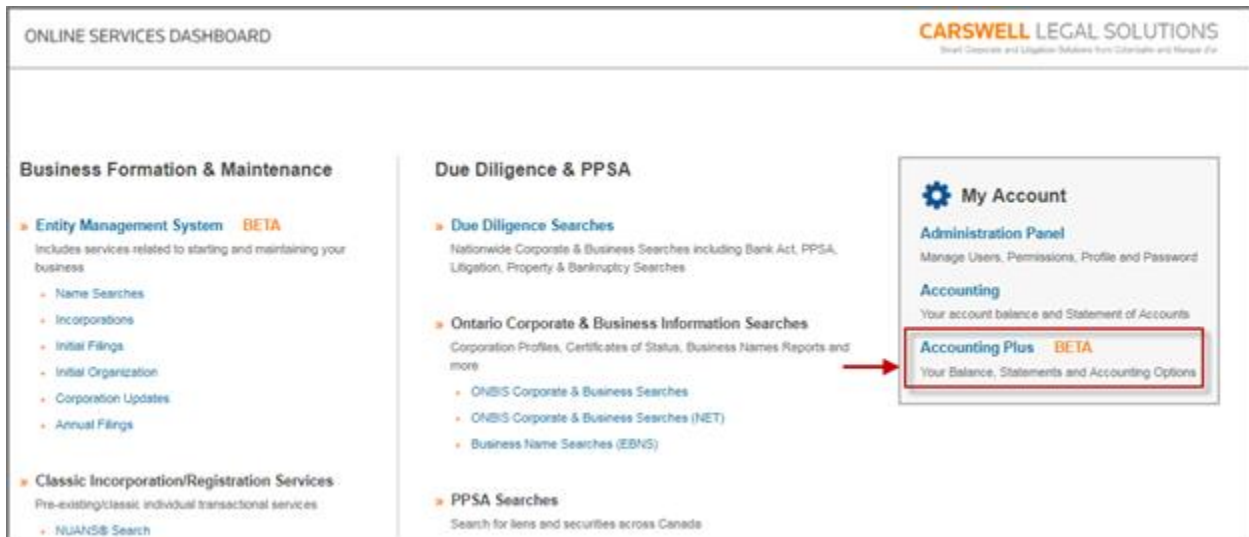
The built-in efficiency tools include:

- Paying your monthly invoice via credit card;
- Setting up notification preferences and receive your billing documents in the format and frequency that suits you;
 - o Individual preferences available per user;
 - o Choose up to 3 reports

- o Choose one of 4 file formats
- Downloading your accounting information in your preferred format;
- The ability to link our codes to yours and download all your transactional data into your internal accounting software – never miss a disbursement again;
- Updating your file/matter numbers even after you have submitted a transaction.

Accounting Plus can be accessed from the main dashboard, just below your current Accounting service hyperlink. These new features will save you time and provide you with the accounting data in the format you need - for no additional charge. With easily accessible help files and tutorial videos to help you get started, you'll be up and running in no time. As always, you can contact us should you have any questions.

Access:



Help Files and Tutorials:

