



# Corporate Services

## Incorporation and Document Filings

Corporations are required to maintain accurate reports and file a variety of documents in a timely manner to the respective incorporating authority. ESC Corporate Services offers a full suite of Ontario and Federal document filing services. For Ontario, ESC is a Service Provider under contract with the Province of Ontario Ministry of Government Services (MGS). As such, we provide direct access to the Companies and Personal Property Security Branch (CPPSB) stream and Ontario Business Connects (OBC) stream of products and services. ESC's experienced customer service representatives examine all documents for filing prior to registration to ensure that your documents are ready to be processed. Whenever possible, we will amend deficient Documents with our client's consent.

**ESC provides you with full service and self-service fulfillment (where available) for the following Ontario and Federal Documents:**

### Ontario filings

- Initial Return / Notice of Change
- Article/Notice/Annual Return Filing Manual (OTC)
- Data Extract Only
- Annual Return Filing
- Business Name Registration
- Business Name Filing Manual (OTC)
- Retail Sales Tax
- Employer Health Tax
- Workplace Safety and Insurance Board

### Federal filings

- Federal Article Filing
- Federal Article Notice / Annual Return Filing Manual (OTC)

### Other Provinces

- Various Registrations

### You can order reports four ways:

Online: [www.eservicecorp.ca](http://www.eservicecorp.ca)

Email: [searchandreg@eservicecorp.ca](mailto:searchandreg@eservicecorp.ca)

Telephone: 416.595.7177/1.800.668.8208

Fax: 416.595.1268/1.800.667.3146

### The ESC Corporate Services online interface features:

- Electronic and manual order and fulfillment
- My Transactions centralized transaction management tool allows you to track the status of your orders
- Unlimited file and document storage: all documents you order are saved
- Templates to streamline repeated orders
- On-line help and support services
- User security and administrative options
- Convenient invoices are emailed to you and posted online and billed to your ESC account
- Backed up by a team of some of the industry's most experienced customer service representatives

### About ESC Corporate Services:

ESC Corporate Services is a trusted provider of nationwide corporate search, registration and corporate supplies services. We serve the legal, financial and corporate communities with the following full-service and self-service solutions:

NUANS® and Trademarks  
Corporate Searches and Business Name Searches  
Security and Due Diligence Searches

Document Filings  
PPSA Search and Registration  
Corporate Supplies

**For more information visit [www.eservicecorp.ca](http://www.eservicecorp.ca) or email [searchandreg@eservicecorp.ca](mailto:searchandreg@eservicecorp.ca)**