

Ontario Business Registry How to request a Company Key | Step-by-Step Guide

Document Updated: November 22, 2024

A Company Key (CK) is required to access your Ontario Business Registry (OBR) profile and make filings under the corporate statutes. Corporations and other entities created or registered on or after October 19, 2021, will receive the CK as part of their registration.

A CK consists of a unique series of digits and/or characters. It is provided to the official email, or registered office or other business address, as applicable, for a sole proprietorship, corporation, or other entity under the corporate law statutes. In this step-by-step guide, you will learn how to request a CK using our [online tool](#).

When requesting for a CK with an official email on file, the CK will be emailed. If there is no official email on file, you can have it mailed to the Registered or head office address or Principal place of business (depending on the type of entity) that is on file. If you do not have access to the address, you can also answer additional questions to request for your CK. This guide will contain more details on these options.

If you are not successful in obtaining the Company Key using this guide and the [online tool](#), please call the ServiceOntario Contact Centre from Monday to Friday, 8:30 a.m. to 5:00 p.m.

- Tel: 416-314-8880
- Toll-free: 1-800-361-3223
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095

How to request a Company Key

On the [Ontario Business Registry](#) website users can request a Company Key.

Step 1: From the [website](#) select #2 “Set up your Ontario Business Registry profile”.

Ontario Business Registry

The Ontario Business Registry (OBR) allows businesses and not-for-profit corporations to complete over 90 transactions online, including registering, incorporating, and updating their information.

[Log in through My Ontario Account](#)

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Step 2: Select “company key.”

Set up your Ontario Business Registry profile

To manage your business online and complete filings, you will need to first set up your OBR profile and gain authority over your business. To do this, you will need:

- to have an **existing registered entity**: You can use our [step-by-step guide](#) to decide on your ownership structure for your business and register online.
- a **company key**: This is a unique 9-digit code that is required to link your business to your ServiceOntario Account.
- a **My Ontario Account**: This is a login that gives you secure access to Government of Ontario services.
- a **ServiceOntario Account**: This will give you access to ServiceOntario’s applications including the OBR.

[Learn how to set up your OBR profile](#)

Step 3: Enter the information of the entity to search in the OBR. You may use either the registered name, Ontario Corporation Number (OCN) or the Business Identification Number (BIN) to search. Once you complete the entry to minimize the search you may choose to select the “Exact match” option box before you select “Search now”. Once the search results are displayed select the link to appropriate company information to proceed.

The screenshot shows a search interface titled "Search for your business to get your Company Key". Below the title, it says "Search by using one of these:" followed by three bullet points: "Registered name", "Ontario Corporation Number (OCN)", and "Business Identification Number (BIN)". Each bullet point has a question mark icon. Below the list is a search input field, a blue "Search now" button, and a "Reset search" link. At the bottom left, there is an unchecked checkbox labeled "Exact match".

Step 4: The company information page is now displayed. If the entity has an official email on file, this page will be displayed to enter the email address. Continue to complete the information by entering the Official email address, and the First name, Last name and Telephone number of the person requesting this information. If the official email matches what is in the OBR, an email that contains the Company Key will be sent immediately to the official email on file.


Request a Company Key process ends at this step.

The screenshot shows a form titled "Company information". It displays the following details: Corporation name: 1000624981 ONTARIO LTD.; Ontario Corporation Number: 1000624981; Incorporation date: September 23, 2024; Type: Ontario Business Corporation; Status: Active; Governing Jurisdiction: Canada - Ontario; Registered or head office address: Toronto, ON, CA. Below this, it says "Please enter the official email address on file with the ministry for this company. Your Company Key will be emailed to this email address." There is a text input field for the "Official email address on file (required)". Below that, it says "Please enter your contact information in case there is an issue with your request. This information is solely intended for the purposes of Company Key requests, and will not be used to update your company's information on the Ontario Business Registry." There are three text input fields for "First name (required)", "Last name (required)", and "Telephone (required)". At the bottom right, there are "Back to search" and "Submit" buttons.

Step 5: If the official email address entered in Step 4, does not match with what the official email is on the entity file, a message will appear that the email address does not match the records and you can try again or select the option to use a postal code instead to have a company key mailed. To request a company key using an email address process ENDS.

Please enter the official email address on file with the ministry for this company. Your Company Key will be emailed to this email address.

Official email address on file (required)

 The email address does not match our records. Please try again or use your [postal code instead](#) to receive your Company Key by mail.

Step 6: In Step 3, If the entity had no official email or in Step 5, you select the link to use postal code instead, this page will be displayed giving the option to use the Registered or head office address or Principal place of business postal code (depending on the type of entity). Enter the postal code and the contact information of the requestor. Enter the first name, last name, phone number and email address in the fields displayed. Select “Submit”. If postal code matches with what is registered in the OBR, the company key will be mailed within 3 business days. The process to request to mail out the company key ENDS. If the postal code does not match you can select to use the additional questions option to proceed.

Please enter the postal code associated with the registered or head office address. Your Company Key will be mailed to the registered or head office address on file.

If you do not have access to the registered or head office address, you can also use [additional questions](#) to request your Company Key by email.

Registered or head office address postal code (required)

Please enter your contact information in case there is an issue with your request. This information is solely intended for the purposes of Company Key requests, and will not be used to update your company's information on the Ontario Business Registry.

First name (required)

Last name (required)

Telephone (required)

Email (required)

Confirm email (required)

[Back to search](#)

Step 7: Complete and enter the following information found in the additional questions section.

Please enter the information below to get your Company Key. This information is solely intended for the purposes of Company Key requests, and will not be used to update your company's information on the Ontario Business Registry.

Section 1: In this section provide the information required about the person requesting the company key: First name, Last name, Telephone number, email address and the person's legal affiliation to the entity based on the dropdown list that is provided.

The form contains the following fields and options:

- First name (required)
- Last name (required)
- Telephone (required)
- Email (required)
- Confirm email (required)
- Your legal affiliation to (required) with a dropdown menu showing:
 - Select
 - Accountant
 - Attorney Acting under a Power of Attorney
 - Director of the corporation
 - General Partner
 - Lawyer
 - Limited Partner
 - Officer of the corporation
 - Sole proprietor
 - Other person authorized to act on behalf of the entity

Section 2: In this section, provide the information required about the last document filed with the ministry by the entity.

Use the drop-down menu to select the last document filed with the ministry.

Enter “Who filed the last document on behalf of the entity”. This can be an individual or an intermediary such as a legal professional, a Professional Chartered Accountant, or members of the Ontario Association of Professional Searchers of records that was hired to perform transactions on behalf of the entity.

Use the drop-down menus to select the year and month of the last document filed.

Review and accept the access agreement terms and conditions.

Attest to the information entered to request that the Company Key for the entity be emailed to the email address entered and that your relationship to the entity is accurate.

Once completed, select “Submit”.

The information you provided will be reviewed by the ministry for accuracy. If there are no discrepancies, your Company Key will be sent within 5 business days to the email address associated with the entity on file. In case there is no email address on file, your Company Key will be emailed to the one provided in the request. **END**

Questions about the last document filed for [REDACTED]

What was the last document filed with the ministry on behalf of [REDACTED] (required)

Select ▼

Who filed the last document on behalf of [REDACTED] (required)

This can be an individual or an intermediary such as a legal professional, a Professional Chartered Accountant, or members of the Ontario Association of Professional Searchers of records that was hired to perform transactions on behalf of [REDACTED]

[REDACTED]

When was the last document filed? (required)

Year ▼ Month ▼

I accept the [access agreement terms and conditions](#). (required)

I, [REDACTED] hereby request the Company Key for [REDACTED] to be emailed to [Enter an email address above]. I confirm that my relationship to [REDACTED] [select a relationship, above], and I confirm the accuracy of the information above. (required)

[Back to search](#) [Submit](#)

Select

- Amend a business name
- Annual return
- Articles of amalgamation
- Articles of amendment
- Articles of continuance
- Articles of dissolution
- Articles of incorporation
- Articles of revival
- Business name registration
- Declaration of a partnership
- Initial return
- Notice of change
- Renew a business name
- Renewal of declaration of a partnership

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