

Research Guide 217  
Corporation Records of the Government of Ontario

Last Updated: September 2020

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Office staff, 1945  
C 190-1-0-0-6  
Canadian Car and Foundry collection

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## **In this guide**

This guide has information on records at the Archives of Ontario that document the incorporation and dissolution of Ontario corporations.

A corporation is a business that is legally separate from its shareholders. Shareholders are not responsible for the assets and debts of the business (for example, if the business goes bankrupt, shareholders do not automatically go bankrupt). Only a corporation can include the words or abbreviations “Corp.”, “Corporation”, “Inc.”, “Incorporée”, “Incorporated” “Limited”, “Limitée”, “Ltd”, “Ltée.” in its name.

\*Please note: this guide describes Government of Ontario records about the incorporation and dissolution of Ontario corporations. These records do not include financial, administrative, product or employee information,

\*Please note: this guide contains links to information found in our online Archives Descriptive Database. On our website, this database is found under “Access Our Collections”. If you are using a print copy of this guide, go to page 11 for more information on how to find the online descriptions.

## Where do I find these records?

We have some records about Ontario corporations that were incorporated before 1979. See this guide for details.

You will need to visit the Archives to view most of them. Please contact us in advance to request them. Some of the records are on microfilm, and you do not need to order them in advance. You may order copies at a distance, if there is enough information to find the records.

Service Ontario has some records about Ontario corporations that were incorporated before 1979, and all records for corporation that has been incorporated since 1979. For more information, contact:

Service Ontario  
Business Registration Service  
Mailing: 393 University Ave., Suite 200, Toronto ON M5G 2M2  
Counter Services: 2nd Flr, 375 University Ave., Toronto ON  
Telephone: 416-314-8880  
Fax: 416-314-4806  
Toll Free Phone (Ontario only): 1-800-361-3223  
TDD Phone: 416-314-0843  
Website: [www.serviceontario.ca](http://www.serviceontario.ca)

## What do I need to get started?

You need to know:

- the full name of the corporation (for example, The Ottawa Curling Club Limited, not Ottawa Curling Club or Ottawa Curling Club Ltd).
- when the corporation existed
- the corporation number

If you do not have the corporation number or the dates of existence, you can get these from Service Ontario. See page 3 for contact information. For corporations that were incorporated in the spring of 2008 or before, you can also search the Corporation List in our reading room. See below for information on the Corporation list and how to search it.

## The Records

We have the following records;

- charters of incorporation and related indexes

- corporation files: the files contain correspondence about the incorporation and dissolution of the corporation, as well as annual returns. Returns may include information on the corporation, the number and value of the shares, and the names of the corporation officers (President, CEO, Treasurers, board members, Secretary).
- Annual returns and correspondence for corporations that ceased to exist in or before 1907 or did not file annual returns after 1907.

## **1. Corporation list**

The Corporation List is an index on microfiche to corporations incorporated in Ontario in the spring of 2008 or before. It gives the file number, the date of incorporation (and usually dissolution), and information about the share structure. It does not include information on what happened to a corporation after the spring of 2008. To view the Corporation list, speak to a reference archivist at the reference desk in our reading room.

The Corporation List is arranged by keywords in the corporation's name. For example, there will be identical entries for The Bancroft Mica Company Limited under Bancroft and Mica. Search using the keyword likely to have fewer entries (in this example, Mica).

Under each keyword, the entries are in alphabetical order by the corporation's exact name. For example:

Ottawa Mica Works  
The Bancroft Mica Company Limited  
Toronto Mica Company Limited

See image 1 below for an example of a page in the Corporation List.

Image 1: Page from the Corporation List

KEY WORD INDEX/ MOT-CLE	ONT. CORP NO./NO.	CORPORATION NAME/ DENOMINATION SOCIALE	STAT/ SHR/ SIT. ACT. JURISDICTION TYPE /LIEU	INCORP. DATE DE CONSTIT. YYYYMMDD	LETTER DATE/ A DATE I DE LA LETTRE YYYYMMDD	AMALG ONT. CORP/ ISSUE D UNE FUSION(ONT)	
MICA	000005105	OTTAWA MICA MINING COMPANY LIMITED ,THE					T
MICA	000002971	OTTAWA MICA WORKS		19010000			9
MICA	000026857	PARRY SOUND MICA TELEPHONE CO LTD ,THE					T
MICA	000026857	PERCH MICA LIMITED					T
MICA	000057605	PHOSPHATE & MICA SYNDICATE					T
MICA	000047916	PINK LAKE MICA MINES LIMITED					T
MICA	000008124	PLEVNA MICA & MINING CO LTD					T
MICA	000024276	PORTLAND MICA CO LTD					T
MICA	000033241	PREMIER MICA LTD ,THE					T
MICA	000029144	RIDEAU MICA MINING SYNDICATE LIMITED					T
MICA	000029134	RIVER VALLEY MICA MINING SYNDICATE					T
MICA	002030380	RUBY MICA TECHNOLOGIES INC.	O A S ONTARIO	20030730			T
MICA	000042522	SPLIT MICA MINING SYNDICATE LIMITED					T
MICA	000016521	STANDARD MICA MINING CO. OF TORONTO		18990328			9
MICA	000016521	STONESS ANGLIN GILBERT MICA MINING CO., LT					T
MICA	000026813	STONEY LAKE MICA MINING SYNDICATE LIMITED					T
MICA	000026797	STORRINGTON MICA MISSING SYNDICATE LTD					T
MICA	000665658	SUZORITE MICA PRODUCTS INC.	F A S ONTARIO	19860430	19950101	001111311	T
MICA	001111311	LES PRODUITS MICA SUZORITE INC.	G R S CANADA	19950101	A		N
MICA	001111311	SUZORITE MICA PRODUCTS INC.	G R S CANADA	19950101	A		N
MICA	001111311	LES PRODUITS MICA SUZORITE INC.	G R S CANADA	19950101	A		N
MICA	000597325	SYDENHAM MICA & MINING		18890510			9
MICA	000597325	SYSTEMS BY MICA (CANADA) LTD.	F A S ONTARIO	19820629	20000701	001428253	N
MICA	000597325	SYSTEMS BY MICA (CANADA) LTD. /	F A S ONTARIO	19820629	20000701	001428253	N
MICA	000103301	LES SYSTEMES PAR MICA (CANADA) LTEE					N
MICA	000103301	THE BANCROFT MICA AND STONE PRODUCTS	K A S ONTARIO	19591130	20040818		2
MICA	000013948	MINING SYNDICATE LIMITED					T
MICA	000002718	THE BANCROFT MICA COMPANY LIMITED					T
MICA	000010280	THE LAURENTIDE MICA COMPANY, LIMITED	O R S CANADA	19030319			T
MICA	000035269	THE MICA PRODUCTS LIMITED					T
MICA	000035269	THE OSHAWA MICA MINING CO LTD					T
MICA	000026844	THE SPLIT MICA MINING SYNDICATE LIMITED					T
MICA	000008566	THE STAR MICA MINING CO LTD					T
MICA	000015405	THE SYDENHAM MICA & PHOSPHATE MINING CO					T
MICA	000021435	THE TORY HILL MARBLE & MICA CO LTD					T
MICA	000007167	TORONTO MICA COMPANY LIMITED		19030622			9
MICA	000029072	WAKEFIELD MICA					T
MICA	000029072	WANBANIK MICA MINING SYNDICATE LIMITED					T
MICA	000026810	WHITE MICA MINING SYNDICATE LIMITED					T
MICABELLA	003020145	MICABELLA MINERAL MAKEUP LTD.	O R S CANADA	20060510			N
MICABELLA	003020091	MICABELLA MINERAL PRODUCTS LTD.	O R S CANADA	20060510			N
MICAD	000751527	MICAD CORP.	C A S ONTARIO	19871223	19940723		N
MICADA	001676820	MICADA HOLDINGS INC.	O A S ONTARIO	20051206			N
MICADRIKK	001068320	MICADRIKK INC.	O A S ONTARIO	19940218			N
MICAELENCE	000200542	MICAELENCE HOME BAKERY LIMITED	F A S ONTARIO	19670126	19951023	001153252	N
MICAELENCE	000489959	MICAELENCE CANADIAN SPORTS INC.	C A S ONTARIO	19810903	19940625		N
MICAELENCE	000200542	MICAELENCE HOME BAKERY LIMITED	F A S ONTARIO	19670126	19951023	001153252	N
MICAELENCE	000976373	MICAELENCE HOME BAKERY LIMITED	O A S ONTARIO	19920224			N
MICAELENCE	000487120	MICAELENCE WEDDING CENTRE INC.	C A S ONTARIO	19810724	19940611		N

LASON

In the entry, the first column is the indexing key word. Column 2 contains the corporation number. Write it and the date of incorporation down. Check the last column to the right for the following letter or number:

- T: Means the corporation ceased to exist before 1979. The corporation is referred to as “dormant”. The file is labelled with the letters TC.
- 9: This number, and the corporation having no corporation number, mean a corporation ceased to exist in or before 1907 or did not file annuals return after 1907.

Once we you have written down the information from the entry:

- If the corporation was incorporated after 1978, contact Service Ontario (see page 3 for contact info).
- If you are looking for the charter of incorporation, see section 2 below
- If you are looking for the corporation file, see section 3 below
- If the corporation ceased to exist in or before 1907 or did not file annual return after 1907 (number 9 in the column to the right), see section 4 below.

## 2. Corporation charters

Between 1868 and 1971, the government issued charters to incorporate new corporation. Information in the charter includes:

- The name and purpose of the corporation
- The names of the persons applying for incorporation and the corporation officers (President, CEO, Treasurers, board members, Secretary)
- The share structure and number of shares

Starting in 1971, the government issued incorporation certificates instead of charters. The certificate is in the corporation file.

To find a charter, you first need to search indexes to find the liber (book) and folio (page number)

### 2.1 Indexes to charter books

Three separate indexes exist for charter books, based on when a corporation started and ceased to exist.

Information in the indexes includes a book (liber) and page (folio) number, and whether the incorporation was through charter (C) or an extra-provincial license granted to an out-of-province corporation (L).

The entry may also include information about:

- Great Seal Books (GS), which contain charters granted by proclamation from the Lieutenant-Governor
- changes of name
- surrenders and cancellations of charters.

Follow the links below for information on how to search the indexes.

- For corporations that ceased to exist before 1908, [click here to view the description for RG 55-15-1, Index to Company Charters, 1868 to 1908](#)

- For corporations in existence between 1908 and 1946, [click here to view the description for RG 55-15-2, Index to Company Charters, 1908 to 1946](#)
- For corporations created between 1946 and 1971, [click here to view the description for RG 55-2, Index to Company Charters](#)

Write down all the information found in the index and see below for information on accessing the charter book.

If you not find the name of the corporation in one of these indexes, it may have been incorporated through a provincial statute. Many church, charitable and educational organizations were incorporated that way.

To find if a corporation was incorporated by statute (law) before 1902, search P.H. Beaudoin, *Index to Incorporated Bodies: Private and Local Law (1896)* and the *1901 Supplement* covering the years 1897 to 1901. Both books are on self-serve microfilm MS 292, reel 1 in our reading room. Both books are available on microfilm at the Archives (microfilm reel MS 292 reel 1). There is an online copy on the Internet Archives website, [www.archive.org](http://www.archive.org).

For a list specific to railway companies, see R. Dorman, *A Statutory History of the Steam and Electric Railways of Canada, 1836-1937*. To view a copy in our reading room, you need to request it in advance, with the title and call number: 385 Dor.

For information about searching Ontario statutes, [click here to view our research guide 207, Researching Ontario bills and statutes](#). To view this and other research guides on our website, click on “Access Our Collections” and scroll down to the Research Guides and Tools page.

## 2.2 Charter books

Charter books contain all charters for new corporations, except those under the Great Seal (for incorporations made by proclamation from the Lieutenant-Governor). From 1929 on, they also include:

- charter surrenders and cancellations
- change of corporate names
- extra-provincial licenses (allowing out-of-province corporations to operate in Ontario)

Charter books 1 to 429 (years 1868 to 1946) are available on self-serve microfilm in our reading room. For a microfilm list, [click here to view the description for RG 55-1](#). To view a charter book after book 429, request in advance and mention RG 55-1, the book number and the year.

For information on the Great Seal Books and how to view them, [click here to view the description for RG 53-18](#).

For information on surrenders and cancellations, changes of name and extra-provincial licenses before 1929, and how to view them.

- [click here to view the description for RG 55-23, Surrenders and cancellations of company charter books](#)
- [click here to view the description for RG 55-28, Companies change of name books](#)
- [click here to view the description for RG 53-41, Licenses for extra-provincial corporations](#)

### **3. Corporation files**

Note: In the 1970's, the Companies Branch (the Government Office responsible for dealing with incorporation) split some of the files. See section 3.3 below to find if you need to contact us, Service Ontario, or both.

#### **3.1. "Dormant" files**

"Dormant" files are for corporations that ceased to exist before 1979. File numbers start with TC (T in the Corporation list). We have files *TC 1 to TC 3155*, *TC 3221* and *TC 21293 to TC 23885*. To view those, request RG 55-5 with the file number and corporation name in advance.

Service Ontario has the other "dormant" files. See page 3 for contact information.

#### **3.2. "Active" files**

"Active" files are for corporation in existence or incorporated after 1978. File numbers start with the letter C (no letter in the Corporation list). Service Ontario has the "active files". See page 3 for contact information.

#### **3.3. Split files**

In the 1970's, the Companies Branch microfilmed "essential" documentation from some files:

- documentation verifying the incorporation of the company
- supplementary letter patents
- changes of name
- alterations to the by-laws.

The Companies Branch then transferred "non-essential" records, like routine correspondence and annual returns, to the Archives.



To find what files have been split, [click here to view the description for RG 55-4, Active corporation files, and click on the finding aid to search by file number.](#)

If the file number is listed;

- to view the routine correspondence and annual returns, request RG 55-4 with the file number and corporation name in advance
- to view the “essential” documents for “dormant” files *TC 1 to TC 3155, TC 3221 and TC 21293 to TC 23885*, request RG 55-5 with the file number and corporation name in advance.
- to view the “essential” documents for other “dormant” files and for “active” files, contact Service Ontario (contact information is on page 3)

#### **4. Records for pre-1907 corporations**

Corporations that ceased to exist in 1906 or before, or that did not file annual returns after 1906 do not have a corporation number. In the Corporation list, they are identified with number 9 in the far-right column.

An Index to corporations, 1867 to 1906 contains the information below for these corporations. It is on self-serve microfilm MS 480, reel 1 (A to P) and reel 2 (Q to Z).in our reading room:

- the book and liber number for the company charter
- the file number for the *incorporation file*, which contains applications, correspondence and other records pertaining to the incorporation
- the file numbers for the *annual returns, miscellaneous records and correspondence* filed with the Ontario Department of the Provincial Secretary, up to 1906

The index is on microfilmed index cards. See Image 2 below for an example of an index card.

Image 2: Index card, Corporation index, 1867 to 1906

Orangeville Athletic Company			
INC.	May 12, 1898	1898	1898 195
LIB.	52-67	1890	1899 789
FILE	2884	1891	1900 209
MISC.		1892	1901
		1893	1902
		1894	1903
		1895	1904
		1896	1905
		1897	

Below is an explanation of the information found on the index cards.

*INC*: refers to the date the corporation was incorporated or was issued an extra-provincial license.

*LIB*: refers to the liber (book) and folio (page) for the charter book (for example, Liber 58, book 20):

- If there is no letter before the liber number, the charter is in a charter book, on self-serve microfilm. To find the microfilm number. [click here to view the description for RG 55-1, Company charter books.](#)
- If the letter “L” comes before the liber number, an extra-provincial license was granted to an out-of-province-corporation. For information on how to view the licenses, [click here to view the description for RG 53-41, Licenses for extra-provincial corporations.](#)

*GS*; If the letters “GS” come before the liber number, incorporation was through a proclamation by the Lieutenant-Governor. These Charters are found in Great Seal Books. For information on how to view Great Seal Books, [click here to view the description for RG 53-18.](#)

*FILE*: The file contains routine correspondence about the filing of returns and other documents by the corporation. It may also include information about its dissolution. To view it, request RG 8-1-1 and mention the name of the corporation, the year and the file number.

*YEAR* with file number: refers to the years the corporation submitted annual returns. These returns include the names of the corporation officials, information about the share structure, and the number and value of the shares. To view an annual return, request RG 8-1-1 and mention the name of the corporation, the year **after** the year on the index card (for example, 1901 for the return for year 1900) and the file number, and reference code RG 8-1-1.

*MISC*: refers to miscellaneous records that the corporation submitted to the Department of the Provincial Secretary (for example, by-laws, copies of prospectus, notice of dissolution). To view these records, request RG 8-1-1 and mention the name of the corporation, the year and the file number.

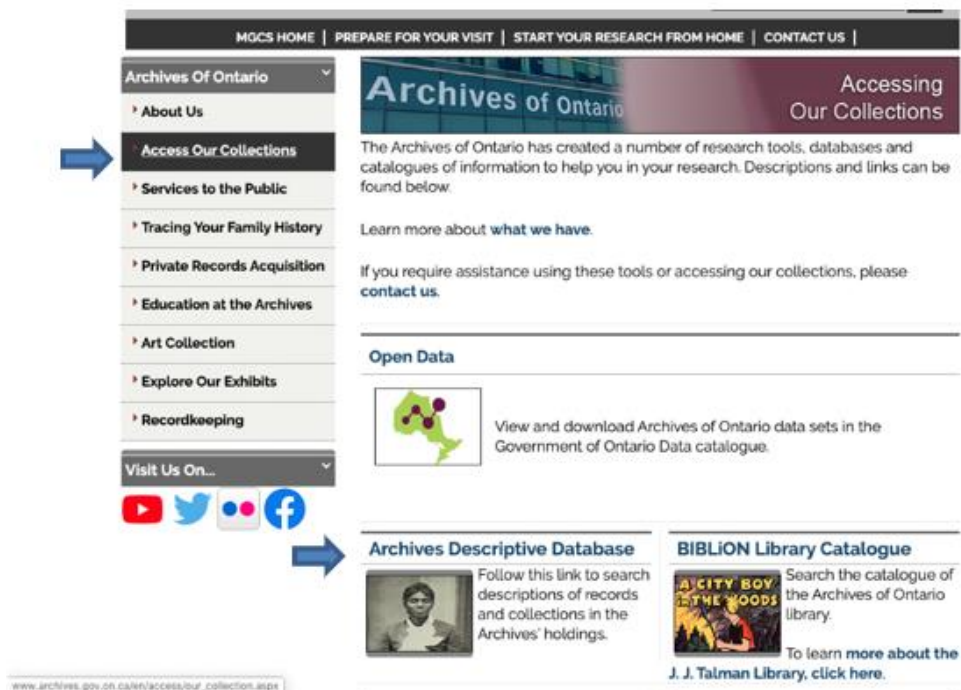
## **Are there related records?**

For information about the registration of partnerships, sole proprietorships and business names, and the incorporation of benevolent societies, [click here to view research guide 218, Partnership and Benevolent Societies Registration Records](#). On our website, you will find this and other research guides on the “Research Guides and Tools” page (under “Access Our Collections”).

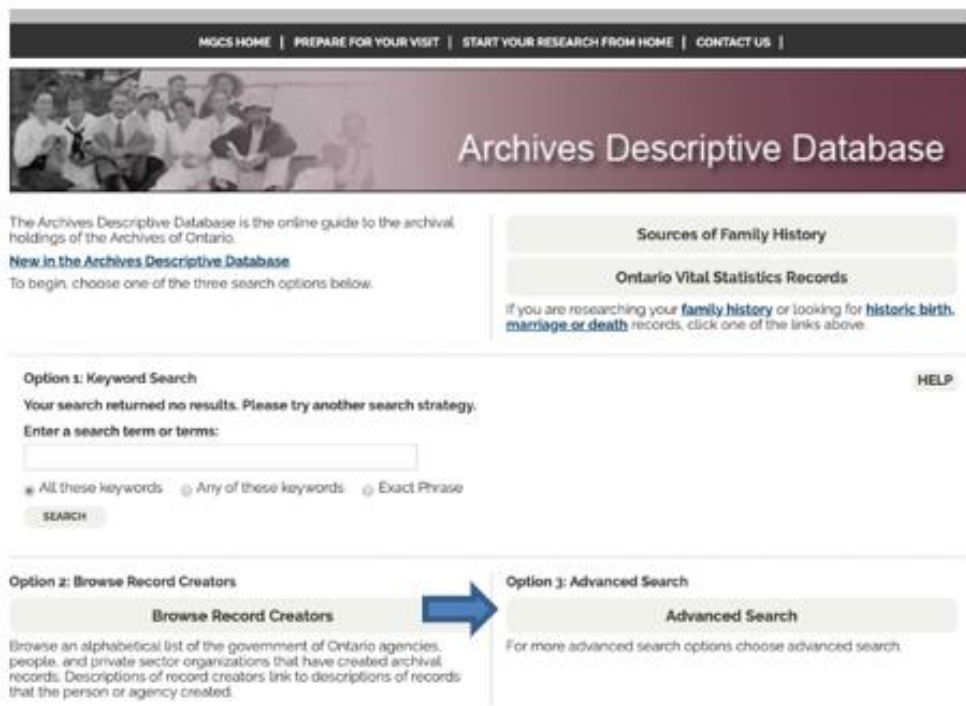
We have business records for some corporations.

# How do I get to the online descriptions?

1. On our website's main page, click on "Access our Collections", and click on "Archives Descriptive Database", as shown in the image below:

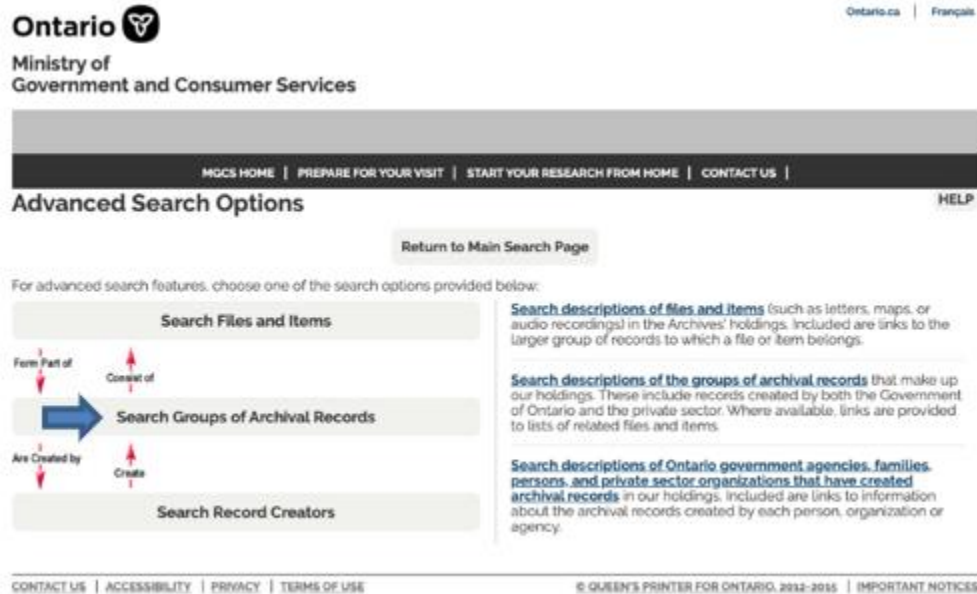


2. In the Database, click on "Advanced Search":



3. On the “Advanced Search” page, click on “Search Groups of Archival Records”:

This image shows the "Advanced Search" page in the Archives Descriptive Database, with an arrow pointing to the "Search Groups of Archival Records" button.



4. On the “Search Groups of Archival Records” page, enter the reference code (that’s the number starting with C, F or RG).

## Contact us

Although unable to do your research for you, our reference archivists are waiting to assist you. You may call or write to them by mail or email or — best of all — visit the Archives of Ontario.

**Telephone: 416-327-1600 Toll free (Ontario): 1-800-668-9933**

**Email:** [Click here to email the Archives of Ontario](mailto:reference@ontario.ca). The e-mail address is [reference@ontario.ca](mailto:reference@ontario.ca)

**Address:** Archives of Ontario, 134 Ian Macdonald Blvd., Toronto, ON M7A 2C5

## Website

Visit our website for information about our collections and our services, our online exhibits and education programs, and links to our social media accounts. [Click here to visit our website](http://www.ontario.ca/archives). The website is [www.ontario.ca/archives](http://www.ontario.ca/archives).

## **Customer Service and Research Guides**

Our guides contain information about our services, freelance researchers available to do research for you, and some of most popular records. [Click here to view our guides](#). To find the “Research Guides and Tools” on our website, click on “Access our Collections”.

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This information is provided as a public service. Last update is shown at the beginning of this guide. Readers should where possible verify the information before acting on it.