

Ontario Business Registry (OBR): How to request a Company Key | Step-by-Step Guide

Last updated: June 4, 2026

Overview

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. 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 #3 “Get your company key”.

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.

[Sign in to Ontario Business Account](#)

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Step 2: Select “Get a company key.”

Get your company key

Your company key is a 9-digit code that is unique to your business. Keep it private and confidential.

If you use an intermediary, such as a lawyer or accountant, you can give them your company key so they can complete transactions for your business.

You can get your company key from the ministry for free by:

- **email** – sent right away if you have an email on file
- **mail** – may take several days
 - If there is no email on file, it will be sent to the registered or head office address or principal place of business.
 - If your business address has changed and is different from what’s on file, you may be able to answer some verification questions to get it emailed to you right away through the online tool.

For more information, you can:




- read the [guide on how to request a company key](#).
- access the [company key notice](#)

[Get a company key](#)

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.

Search for your business to get your Company Key

Search by using one of these:

- Registered name 
- Ontario Corporation Number (OCN) 
- Business Identification Number (BIN) 

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.

Company information

Corporation name	1001358717 ONTARIO INC.
Ontario Corporation Number	1001358717
Incorporation date	May 22, 2026
Type	Ontario Business Corporation
Status	Active
Governing jurisdiction	Canada - Ontario
Registered or head office address	Mississauga, ON, CA

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)

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)

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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 information 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. The process to request a company key using an email address process ends.

 **There is a problem**

Errors were found on this page:

- You have entered information that does not match our records. Check your information and try again or use your [postal code instead](#) to receive your Company Key by mail.

Step 6: If the entity has no official email (i.e., Step 3) or if you opt to use a postal code instead (i.e., Step 5), the page below will be displayed giving you 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, proceed to the next section.

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)

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Step 7: Complete the additional questions. The information provided will be reviewed by the ministry for accuracy. If there are no discrepancies, the Company Key will be sent within 5 business days.

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