

Ministry of Public and Business Service Delivery
and Procurement

**Guide for Future
Dated and
Consecutive Filings**

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Purpose

This guide provides Ontario Business Registry (OBR) users with information on the various service delivery channels for submitting filings along with the Statutory Holidays Observed by the Ministry. It also sets expectations regarding document effective dates and the submission of future dated and/or consecutive (back-to-back) articles throughout the year.

For all scenarios outlined in this guide, it is essential that the information submitted to the ministry is **complete and acceptable for processing** to ensure that documents can be processed within [service standards](#) or faster (when urgent filing is requested).

Statutory Holidays Observed by the Ministry

The Ministry does not review or process filings on the following statutory holidays. Any submissions received on these dates will be reviewed on the next business day.

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
National Day for Truth and Reconciliation
Thanksgiving
Remembrance Day
Christmas Day
Boxing Day

Service Delivery Channels for Entity Owner

- Customers can file their documents online through the Service Providers (SPs), intermediaries, or directly through the OBR.
- Customers may also submit their filings by mail. The processing times vary but are typically 15 business days for mail.

- Filing by email is another option available **only** for Corporations Act/Co-operative Corporations Act documents. These filings can be submitted via email to [Filing Support Mailbox](#). Processing times are typically 35 business days.

Service Delivery Channels for Service Providers and Intermediaries

- Service Providers (SPs) can submit filings online.
- Intermediaries with access to partner portal can submit filings online.
- Intermediaries with no access to partner portal can file their documents:
 - Online through the SPs.
 - Intermediaries that would like to create a partner portal account can do so by using the [Partner Portal Intake Form](#). To learn more about partner portal, visit [Ontario Business Registry Partner Portal | ontario.ca](#).
- Only **exception filings** can be submitted by email to the [Filing Support Mailbox](#). Please refer to the [Filing Support Guide](#) for guidance on exception filings.

An effective date for corporation filings can be requested up to 30 days in the future. The submission date is not included in the 30 day count. Endorsed documents will not be received until the requested effective date of the document.

Future-dated (i.e., post-dated) articles with a requested effective date that falls on a weekday

- **Filing Online**

If an effective date is requested in the future, and the transaction does not require review* and is acceptable, the filer will receive output documents on the requested effective date. Please refer to [our service standards and fees webpage](#) on Ontario.ca.

- If the document **requires review** and is acceptable, the requested **effective date will be secured**. The **output documents may be emailed after the requested effective date**. This depends on the duration between the date the document was submitted and the review process. If consent is required

from another Ministry (i.e. Ministry of Finance), the requested effective date cannot be before the date the consent was issued.

- **Filing by mail**

If the document received is acceptable, the requested effective date is secured, but the **output documents may be emailed after the requested effective date** depending on the duration between the date it was received and the effective date, provided that the application is received by the Ministry by the effective date. For example, if received on a business day with a requested date of next business day, one day may not be enough time for ministry staff to process the document (service standards are typically 10 to 35 business days depending on the filing).

Please Note: if the future-dated articles also require an adoption / approval date that is postdated (i.e., a date in the future), the application will not go through the partner portal or ServiceOntario Account for Business portal. Customers must submit to the [Filing Support Mailbox](#) for exception handling.

*To determine if a filing requires a review by the Ministry, check [our service standards and fees webpage](#). Ministry review is required for any service that states a processing time of 2 business days or more. Ministry review is not required for immediate filings.

Future-dated (i.e., post- dated) articles with a requested effective date that falls on a weekend or statutory holiday

- **Filing Online**

If an effective date is requested in the future that **falls on a weekend or statutory holiday, and the transaction does not require review and is acceptable**, the filer will get the output documents on the requested effective date.

- If the document **requires review** and is acceptable, the requested **effective date is secured** but the **output documents may be emailed after the requested effective date** depending on the duration between the date it was submitted and the effective date. For example, if submitted on Tuesday, December 31, 2024, with a requested date of Wednesday, January 1, 2025 (statutory holiday), and it requires review, one day may not be enough time for ministry staff to complete the review (service standards are typically 2 to 5 business days). Ministry staff would not be able to continue the review until the government office is open (i.e., Thursday, January 2, 2025, at the earliest).

- **Filing by mail**

If the document received is acceptable, the requested effective date is secured, but the **output documents may be emailed after the requested effective date** depending on the duration between the date it was received and the effective date. For example, if received on Tuesday, December 31, 2024, with a requested date of Wednesday, January 1, 2025 (statutory holiday), one day may not be enough time for ministry staff to process the document (service standards are typically 10 to 35 business days). Ministry staff would not be able to continue processing the document until the government office is open (i.e., Thursday, January 2, 2025, at the earliest).

****** Please refer to the [Ministry's statutory holiday schedule](#) for the complete list of observed holidays.

Consecutive filings with same effective date on a weekday

- **Filing Online**

Customers can have consecutive (back-to-back) transactions with the same effective date on a weekday if the document does not require review. This is because the customer or SPs/intermediaries can enter the first transaction, obtain information for the subsequent filing (e.g., Ontario Corporation Number) from the output documents, and then file the subsequent transaction(s).

- This would apply to typical and most critical consecutive filings that do not require review such as consecutive amalgamations.

- **Filing by mail**

For documents received by mail where the consecutive documents with a requested effective date on a weekday requires review (e.g., Articles of Continuance and then an amalgamation), the customer must ensure that the effective date they are requesting is aligned with the service standards for the document. For example, Articles of Continuance and Articles of Arrangement submitted by **mail** have a service standard of **15** business days. If the effective date required is a weekday, the package would need to be received 15 business days prior to help ensure that the documents are processed.

- If the customer needs a filing processed faster than the service standard, they may request urgent processing by emailing [Filing Support Mailbox](#). The ministry will do its best to accommodate the timeframe required by the customer, but the requested effective date is not guaranteed. Refer to the Filing Support Guide to review the criteria for urgent filings before you

submit the filing.

Consecutive filings with future date on a weekend or statutory holiday

- **Filing Online**

Customers can have future dated consecutive transactions with the same effective date on a weekend or statutory holiday if they file directly through the OBR on or before the weekend or statutory holiday or with SPs/intermediaries (if they choose to be open on a statutory holiday or weekend***) and if the documents do not require review. This is because the customer or SPs/intermediaries can enter the first post-dated transaction, obtain information for the subsequent filing (e.g., Ontario Corporation Number (OCN)) from the output documents that are emailed to them on the effective date, and then file the subsequent transactions on the requested effective date, which falls on the statutory holiday or weekend.

- **Filing by mail**

Customers cannot have future consecutive filings on statutory holidays or weekends because the government office is closed.

- For example, if documents were received by mail as a package on a business day, with three consecutive documents effective on a weekend or statutory holiday, only the first document can be post-dated for the weekend or statutory holiday, and the rest could have an endorsement date of the next business day.

***Please contact the SPs/intermediaries to confirm their hours of operation during statutory holidays. They may have their own requirements for receipt and processing documents. Please refer to the [Ministry's statutory holiday schedule](#) for the complete list of observed holidays.

Common Deficiencies

Some **common deficiencies** encountered when filing **Articles of Continuance** are:

- Supporting documents from other jurisdictions are not certified with a current date or do not contain the correct wording.
- The "Date of Authorization" should be the date in which the appropriate officer of the incorporating jurisdiction indicates that the corporation is authorized under the laws of that jurisdiction to apply for Articles of Continuance in Ontario.

Some **common deficiencies** encountered when filing **Articles of Amalgamation** are:

- Incorrect OCN(s)/amalgamating corporation name(s) are provided or the OCN of one of the amalgamating corporations is transposed. Consequently, the wrong corporation could end up being involved with the amalgamation and eventually a Corrected Certificate will be requested to correct the error (i.e., change status of corporation inadvertently impacted from amalgamated to active).
- Incorrect schedule(s) are provided for chosen Method of Amalgamation. For example, if a short-form amalgamation is requested the client should attach a Schedule 'A' (Statement of Director) and Schedule 'B' (Directors Resolution) for each of the amalgamating corporations.
- The successor name of an amalgamated numbered corporation cannot be one of the predecessors numbered name as per section 7 of the Names and Filing Regulation under the Business Corporations Act (BCA). A newly assigned Ontario Corporation Number will be provided followed by the word "Ontario" and one of the words or abbreviations provided for in subsection 10 (1) of the BCA.

Questions and Answers:

Q1. If the ministry returns a deficient document that was submitted online, when the revised document is resubmitted online, will the effective date be the date it was originally submitted or the date it was resubmitted (assuming it is acceptable for filing after resubmission)?

A1. The effective date will be the date it was resubmitted (assuming it is acceptable for filing).

Please note: the effective date cannot be prior to the date on supporting documents for the filing (e.g., the effective date of articles of continuance cannot be prior to the date on the letter of satisfaction/legal opinion accompanying the articles).

Q2. How far in advance of the effective date requested should SPs/intermediaries submit documents to help ensure the ministry has enough time to process them?

A2. The ministry aims to process articles received according to service standards.

The ministry recommends that you submit documents as early as possible to allow for sufficient lead time and an effective date up to 30 days in the future may be requested. To assist with processing of transactions with minimal delays, please ensure that all documentation provided is complete and meets requirements. You may refer to the [Notice of filing requirements](#) for details.

In cases where urgent processing of documents is required (i.e., you need documents processed faster than the service standards), please submit your request to the [Filing Support Mailbox](#). An urgent processing request may include any of the following:

- Major commercial transaction with a deadline such as
 - initial public offering with shareholder meeting.
 - filing required before customer can complete real estate, land purchase, or other commercial transaction, or it relates to an overseas transaction.
- Multiple transactions that must be completed in sequence.
- Transactions where there is an obligation to meet a court date.

Requests will be assessed on a **case-by-case basis**. Business Registry Services Branch staff will contact you to discuss your request and if your request is deemed urgent, make appropriate arrangements to receive your documents by email from the [Filing Support Mailbox](#).