COLLEGE OF
PSYCHOLOGISTS AND
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OF ONTARIO

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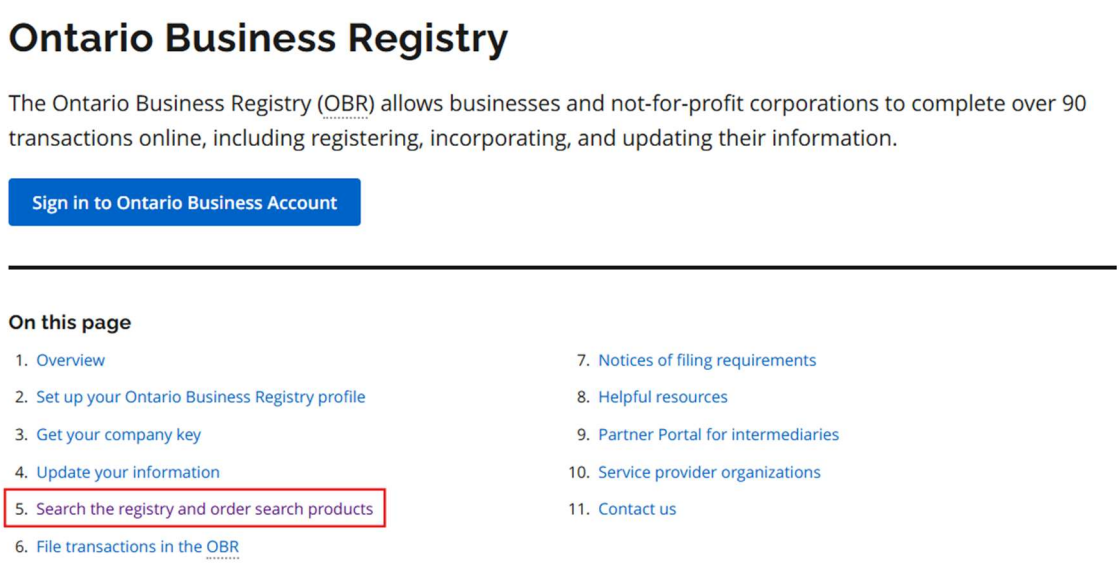
How to Retrieve a Corporation Profile Report*

*The following guide is intended to assist registrants in obtaining a Corporation Profile Report from the Ontario Business Registry. Please direct any questions to the Ontario Business Registry directly, as the College cannot address issues with obtaining a report.

Complete the following steps:

1. **Go to the Ontario Business Registry:** https://www.ontario.ca/page/ontario-business-registry.
2. **Click "Search the Registry and order search products":**



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

On this page

1. Overview
2. Set up your Ontario Business Registry profile
3. Get your company key
4. Update your information
5. Search the registry and order search products
6. File transactions in the OBR
7. Notices of filing requirements
8. Helpful resources
9. Partner Portal for intermediaries
10. Service provider organizations
11. Contact us

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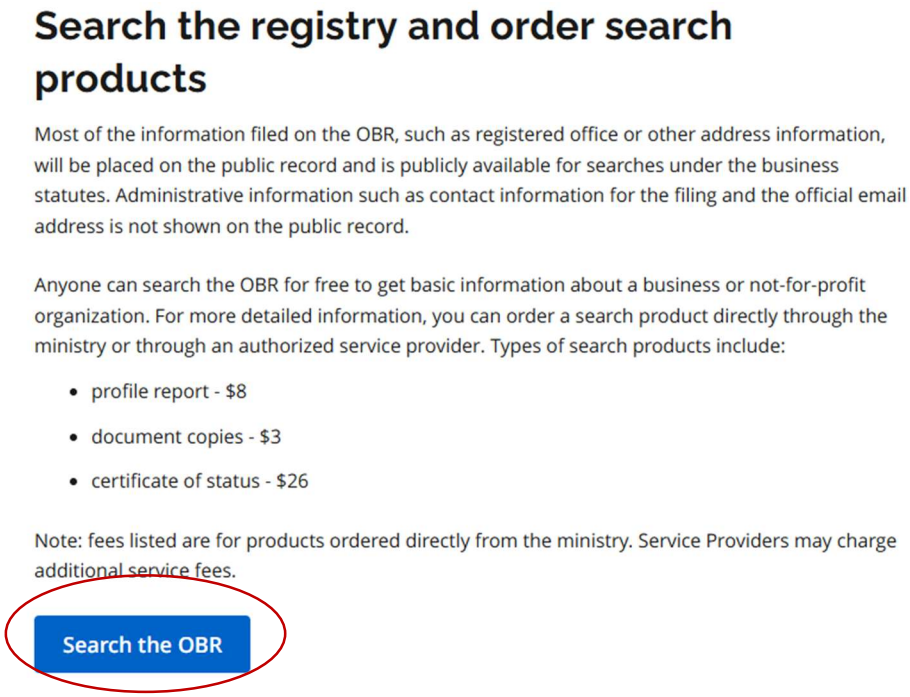
3. Click "Search the OBR":



Search the registry and order search products

Most of the information filed on the OBR, such as registered office or other address information, will be placed on the public record and is publicly available for searches under the business statutes. Administrative information such as contact information for the filing and the official email address is not shown on the public record.

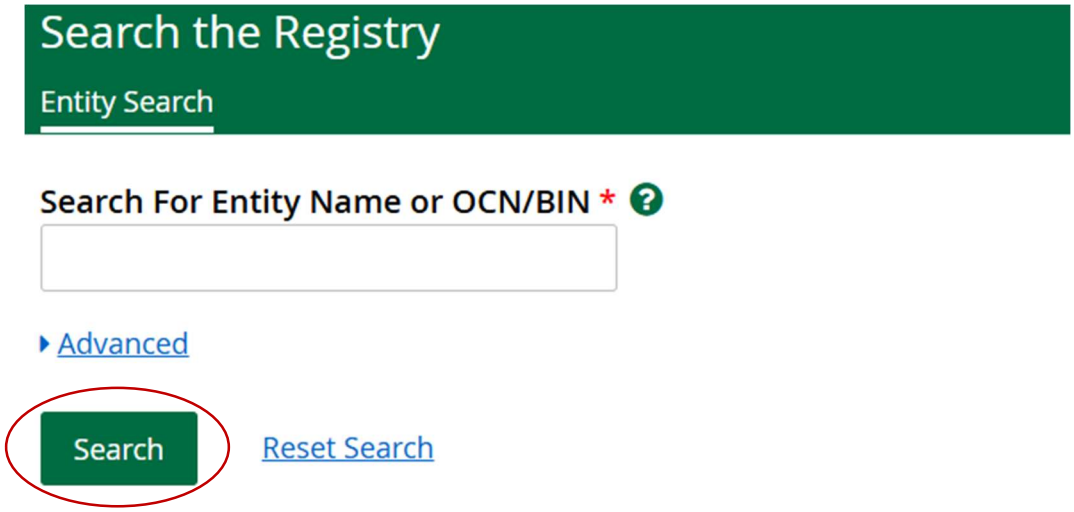
Anyone can search the OBR for free to get basic information about a business or not-for-profit organization. For more detailed information, you can order a search product directly through the ministry or through an authorized service provider. Types of search products include:

- profile report - $8
- document copies - $3
- certificate of status - $26

Note: fees listed are for products ordered directly from the ministry. Service Providers may charge additional service fees.

Search the OBR

4. In the Search field enter your Corporation Name or Ontario Business Number and click "search":



Search the Registry

Entity Search

Search For Entity Name or OCN/BIN *

Advanced

Search Reset Search

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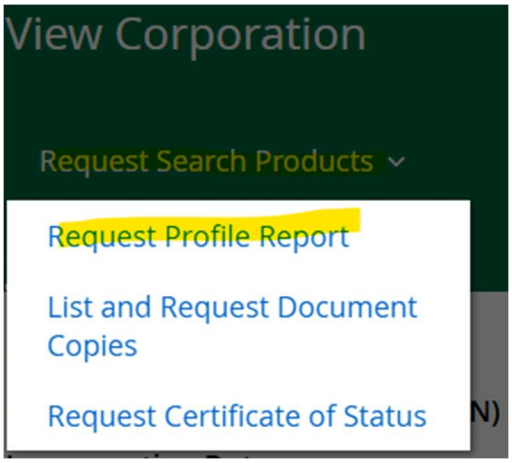
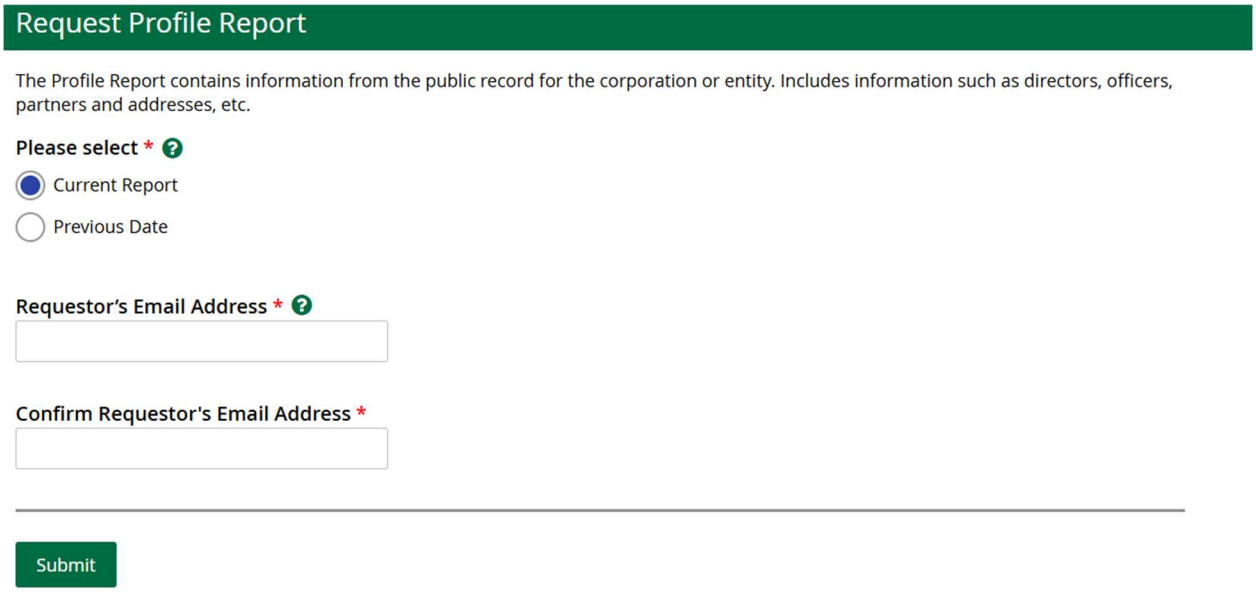
5. **Click on your Corporation Name and then click "Request Search Products". From the drop-down list, click "Request Profile Report":**



6. **Click "Current Report", enter your email address, and click "Submit":**