

## Application for a Professional Corporation Name Change Under Part II of By-Law 7

### About Professional Corporation Name Changes

---

Applicants are strongly encouraged to submit an Application for a Corporate Name Certificate prior to amending their articles to ensure that the Law Society does not object to the proposed name change. Applicants are encouraged to review the following sources of information about professional corporations:

- *Law Society Act*
- Part II of By-Law 7
- *Rules of Professional Conduct*, in particular
- Chapter 4 *Paralegal Rules of Conduct*, in particular Rule 8
- Professional Corporation Name Guidelines (attached)

### Application Checklist

---

Submit your complete and original application form – **DO NOT FAX OR EMAIL**

Submit a copy of the issued Articles of Amendment

All corporate names must include the words "Professional Corporation" in full and not abbreviated or separated by any other words

All names must comply with section 3 of By-Law 7, as well as Section 4.2 of the *Rules of Professional Conduct* and/or subrule 8.03 of the *Paralegal Rules of Conduct*

Submit proof of payment or payment in the form of either:

- A receipt for payment by credit card from the Law Society Store. To pay, login to the Law Society Portal at <https://portal.lso.ca>. Select "LSO Store" in the left panel and then "Other Fees". Choose "Professional Corporations – Name Change".

**Attach the receipt to your application.**

**OR**

- A certified cheque or money order in Canadian funds payable to the "Law Society of Ontario".

Application Fee:	\$25.00
HST: #121712863	\$3.25
<b>Total:</b>	<b>\$28.25</b>

**The application fee is non-refundable and non-transferable.**

The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

## **Notices and Renewal**

---

Once you receive the Certificate of Authorization, check the Law Society Portal at <https://portal.lso.ca> regularly for communications about professional corporations, including reminders about annual renewal. Renewed certificates are not mailed and are available only through the Portal.

## **Questions?**

---

Please direct questions about review and approval of this application to:

### **By-Law Administration Services**

Phone: 416-947-3315 (ask to be transferred)

Email: [bylawadmin@lso.ca](mailto:bylawadmin@lso.ca)

## **Mailing Address**

---

Law Society of Ontario  
By-Law Administration Services  
Osgoode Hall, 130 Queen Street West  
Toronto, Ontario M5H 2N6

**DO NOT FAX OR EMAIL**



## Signature

---

\_\_\_\_\_  
Signature of a Director of the Professional Corporation

Date (dd/mm/yyyy)

Name of Director (please print)

## Professional Corporation Name Guidelines

The following guidelines are used by staff to assist in determining whether the name of a professional corporation, or a proposed name, complies with the *Law Society Act*, the Law Society's By-Laws, the *Rules of Professional Conduct* and the *Paralegal Rules of Conduct*. Each name, or proposed name, is considered on its own merits on a case-by-case basis.

1. A professional corporation name may not include language that would imply a connection to a specific geographic location. Legal clinics under the *Legal Aid Service Act, 1998* may continue to use names that indicate a connection with the communities they serve, in keeping with the purpose of the clinic structure.
2. A professional corporation name may not include language that would imply a connection with a government agency or with a public or charitable legal services organization.
3. A professional corporation name may not include language that would imply a connection with a cultural, racial, ethnic or religious group or organization.
4. A professional corporation name may not contain language that would imply a connection with any other entity or organization not already enumerated.
5. A professional corporation name may not include language that would imply that the professional corporation was the only or the best law firm or paralegal firm.
6. A professional corporation name may not include language that would imply a comparison between the services performed by that professional corporation and other firms.
7. A professional corporation name may not contain language that would be misleading as to the number of licensees practising with the professional corporation, or their status in the professional corporation.
8. A professional corporation name may not include language that would imply the existence of a partnership, association or affiliation between licensees when no such relationship exists (i.e. two sole practitioners who share office space carrying on business under a common firm name).
9. A professional corporation name may not include language that is specifically prohibited by statute (e.g. *Business Names Act, Business Corporations Act, Ontario Human Rights Act, Partnerships Act, Patent Act, Trade-marks Act, Copyright Act*).
10. A professional corporation name may not include language that is demeaning, degrading or derogatory.
11. A professional corporation name should not be too general or only descriptive.
12. The name of a professional corporation must include the words "Professional Corporation" or "Société professionnelle" and may not include the word "Limited", "Limitée", "Incorporated", or "Incorporée" or the corresponding abbreviations "Ltd.", "Ltée", or "Inc.".