

# Notice of Professional Corporation Name Change Under Part II of By-Law 7

## About Professional Corporation Name Changes

---

Shareholders 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 Rule 4.2
- Chapter 4 *Paralegal Rules of Conduct*, in particular Rule 8
- Name Guidelines (attached)

## Required Documents

---

Please submit the following:

### 1. Complete notice form

The Law Society of Ontario (Law Society) may investigate or verify any information supplied in this form and may require further information from you before the name change is recorded. **Omissions or inaccuracies in responses may delay processing.**

If the space provided for any answer is insufficient, include a separate sheet that is signed and dated by the shareholder and include it with the notice form.

### 2. 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".  
**Include the receipt with your application.**

**OR**

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

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

**The notice processing fee is non-refundable and non-transferable.**

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

- ### 3. 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. It is

the responsibility of each professional corporation to ensure that their name complies with any and all governing legislation.

## Notices and Renewal

---

A Certificate of Authorization showing the professional corporation's new name will be emailed to you. Check the Law Society Portal at <https://portal.iso.ca> regularly for communications about professional corporations, including reminders about annual renewal. Renewed certificates are not mailed and are available only through the Portal.

**By-Law 7 requires professional corporations to notify the Law Society immediately after any change in the information provided as part of its application for a Certificate of Authorization and any changes in its Articles of Incorporation. Please use the Law Society Portal at <https://portal.iso.ca> for updates to contact information and personnel. Please provide the Articles of Amendment and Certificate of Amendment to By-Law Administration Services by email or mail.**

## Questions?

---

Please direct questions about this application to **By-Law Administration Services** by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred, or emailing [bylawadmin@iso.ca](mailto:bylawadmin@iso.ca).

## Mailing Address

---

Email or mail original applications and supporting documents to:

[bylawadmin@iso.ca](mailto:bylawadmin@iso.ca)

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



# Notice of Professional Corporation Name Change Under Part II of By-Law 7

## Notice Form

---

### 1. Personal Information

Shareholder's Full Name:

Law Society Number:

### 2. Professional Corporation Information

Professional Corporation Certificate of Authorization Number:

Original Name of the Professional Corporation:

New Name of the Professional Corporation:

### Business Contact Information

Business/Employer Name and Address (street, unit, city, province, postal code):

Phone 1: Business      Mobile

Phone 2: Business      Mobile

Fax:

Email:

### Place of Business (if different from above)

Business Address (street, unit, city, province, postal code):

Phone:

Fax:

Email:

**By-Law 8 requires licensees to notify the Law Society immediately after any change in contact information. Please use the Law Society Portal at <https://portal.lso.ca> for updates.**



## **Notice of Professional Corporation Name Change Under Part II of By-Law 7**

Signature of a Director of the Professional Corporation

Date (dd/mm/yyyy)

Name of Director (please print)

## Law Firm Name Guidelines

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

1. A firm 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 firm name may not include language that would imply a connection with a government agency or with a public or charitable legal services organization (i.e. legal clinic).
3. A firm name may not include language that would imply a connection with a cultural, racial, ethnic or religious group or organization. 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.
4. A firm name may not contain language that would imply a connection with any other entity or organization not already enumerated (e.g. University Legal Clinic, Osgoode Hall Law Office, etc.).
5. A firm name may not include language that would imply that the firm was the only or the best law firm (e.g. "The" Law Firm).
6. A firm name may not include language that would imply a comparison between the services performed by that firm and other firms (e.g. Best Law Firm, Greatest Law Firm etc).
7. A firm name may not contain language that would be misleading as to the number of lawyers practising with the firm, or their status in the firm.
8. A firm name may not include language that would imply the existence of a partnership, association or affiliation between lawyers when no such relationship exists (i.e. two sole practitioners who share office space carrying on business under a common firm name).
9. A firm 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 firm name may not include language that is demeaning, degrading or derogatory.
11. A firm name should not be too general or only descriptive (e.g. Human Rights Law Firm, Personal Injury Law Firm etc.).
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."