

FILING YOUR HARBOUR AUTHORITY'S ANNUAL RETURN WITH CORPORATIONS CANADA

CONTEXT

Harbour authorities (HA) are [required to file an annual return with Corporations Canada](#). This will ensure the HA maintains its incorporation status, which is essential to managing and operating harbour(s). **Note that this filing is NOT the same as your tax filings** with the Canada Revenue Agency (CRA).

OPTION 1: ONLINE FILING (recommended option)

1. [Create an online ISED account](#) – You can choose to create a GCKey account or use a Sign-In Partner.
2. Once you created your account, it is mandatory to verify your identity. You only need to verify your identity once, when creating your account. You do so by using the:
 - [Interac® banking verification service](#)
 - [Interac® document verification service](#)
 - [In-person Canada Post](#)
3. Be sure to link your HA to your ISED account. You can find your HA by doing a search.
4. After creating your online account, you will need a [corporation key](#). This key acts as a password and will allow you to complete some online transactions for your HA. If you don't know your HA's corporation key, you can request a new one through your online ISED account.
5. Now that you have your Online ISED account and your corporation key, you are ready to [file your HA's annual returns](#). The cost for filing online is \$12. Be sure to update any other information that may have changed, like the HA's registered address or any changes to your board of directors.

OPTION 2: FILING BY MAIL

1. To file your HAs annual return by mail, fill out **Form 4022: Annual Return**.
 - Note: If there has been any changes to your HAs registered office address, please also fill out Form 4003: Change of Registered Office Address
 - Note: If there have been changes to the board of directors or to the address of directors, fill out Form 4006: Changes Regarding Directors
2. Even if you are filing your HAs annual return by mail, **your identity still needs to be verified**. It is a mandatory requirement from Corporations Canada. You can verify your identity online (follow the steps in Option 1) or you can do it by mail:
 - **To verify your identity, write all the following information in a document:**
 - ✓ Officially incorporated name of your HA (e.g., Harbour Authority of Bonavista, etc.)
 - ✓ Your full legal name (the person filing the return)
 - ✓ Your email address (if applicable)
 - ✓ Your personal address
 - ✓ Your date of birth
 - ✓ Your signature – you can sign the bottom of the page
3. In your mailing envelope, **include these 4 items:**
 - Information to verify your identity (see point #2 above)
 - Photocopy of your passport or a provincial or territorial driver's license
 - Completed Form 4022 (and other forms if applicable)
 - Check for \$40 – Payable to the Receiver General of Canada (cost for filing your annual return by mail)
4. Mail to:
Corporations Canada
C.D. Howe Building
235 Queen St
Ottawa, ON K1A 0H5

CORPORATIONS CANADA CONTACT INFORMATION

If needed, you could always contact Corporations Canada at:

- **Telephone (toll-free in Canada):**
1-866-333-5556
- **Telephone (National Capital Region and outside Canada):** 1-613-941-9042
- **By email:**
ic.corporationscanada.ic@ised-isde.gc.ca