



Ontario RIN Authorization Letter

Version 1.0 | Reviewed September 2026

Authorize a representative to act for an organization in a limited Ontario Registrant Identification Number transaction.

General information only. This self help template is not legal advice and does not replace a form prescribed by law or required by a recipient.

Recipient verification. Confirm the current ServiceOntario requirements for the exact RIN transaction, including who must sign, whether the letter must be on organization letterhead, notarized, signed with an original signature, and accompanied by business or address records.

Signing warning. If ServiceOntario requires a notarized letter, do not sign until the notary tells you to sign.

Date	[TYPE DATE]
To	[TYPE SERVICEONTARIO LOCATION OR OTHER RECIPIENT]
Subject	[TYPE AUTHORIZATION RELATING TO AN ONTARIO REGISTRANT IDENTIFICATION NUMBER]

I, [TYPE AUTHORIZED SIGNATORY FULL LEGAL NAME], am the [TYPE OWNER DIRECTOR OFFICER OR OTHER AUTHORIZED POSITION] of [TYPE ORGANIZATION FULL LEGAL NAME] and have authority to bind the organization.

Organization and requested action

Legal name	[TYPE ORGANIZATION LEGAL NAME]	RIN	[TYPE RIN OR NOT YET ISSUED]
Business ID	[TYPE ONTARIO OR FEDERAL NUMBER]	Address	[TYPE CURRENT BUSINESS ADDRESS]

Authorized action ☐ Obtain a RIN ☐ Change organization name ☐ Change organization address

Authorized representative

Full name	[TYPE REPRESENTATIVE FULL LEGAL NAME]	Position	[TYPE TITLE OR RELATIONSHIP]
Telephone	[TYPE TELEPHONE]	Email	[TYPE EMAIL]
Organization	[TYPE EMPLOYER IF APPLICABLE]	ID	[TYPE IDENTIFICATION TYPE IF REQUIRED]

I authorize the representative named above to submit and receive documents and information reasonably required to complete only the selected action. This authority begins on [TYPE START DATE] and ends on [TYPE END DATE OR COMPLETION OF SINGLE TRANSACTION]. It does not authorize any other vehicle, licensing, financial or contractual transaction.

Authorized signatory original signature
Sign as directed if notarization is required

Date signed

Completion and Notary Page

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Signatory authority

Capacity ☐ Owner ☐ Director ☐ Officer ☐ Other person authorized to bind the organization

Authority evidence	[TYPE ARTICLES CORPORATE RECORD RESOLUTION OR OTHER PROOF IF REQUIRED]
Organization records	[TYPE PROOF OF BUSINESS ADDRESS OR NAME CHANGE DOCUMENTS IF REQUIRED]
Representative records	[TYPE LETTERHEAD POWER OF ATTORNEY OR IDENTIFICATION IF REQUIRED]

Notary use only

Notary to complete. The notary should use the certificate wording, seal and identification process appropriate to the requested service and jurisdiction. Do not pre-complete this section.

Notarial certificate	[TYPE NOTARY INSERTS OR ATTACHES APPROPRIATE CERTIFICATE]
Place and date	[TYPE NOTARY COMPLETES]
Name and authority	[TYPE NOTARY COMPLETES]
Signature and seal	[TYPE NOTARY COMPLETES]

Final check

- ☐ The selected action is limited to obtaining a RIN or changing the organization's name or address, unless ServiceOntario confirms otherwise.
- ☐ The signer is an owner, director or another person with authority to bind the organization.
- ☐ The representative's name and authorized action are specific and the authorization has an end point.
- ☐ ServiceOntario's current letterhead, original-signature, notarization and supporting-document requirements have been confirmed.