

# GO-ITS 71.00 Business Registration Data Elements

**Government of Ontario**



## **Management Board Secretariat**

### **Foreword**

Government of Ontario Information & Technology Standards are the official publications on the standards, guidelines, technical reports and preferred practices adopted by the Information & Technology Standards Council under delegated authority of the Management Board of Cabinet. These publications support the Management Board Secretariat's responsibilities for coordinating standardization of Information and Technology in the Government of Ontario. Publications that set new or revised standards provide policy guidance and administrative information for their implementation. In particular, they describe where the application of a standard is mandatory and specify any qualifications governing its implementation.

### **Amendment Notice (July 1996)**

The reader should note that this version of the Standard has been improved over the previous release by the insertion of both major and minor changes, in the same manner

as indicated by this paragraph. The changes align this standard with GO-ITS 70.00,

*Registration of Individual Customer Index Files.*

*Of particular importance is the notion of a new Mailing address type called "Route Civic Address". Also, "Physical Actual Address" has been renamed to "Physical Survey Address".*

## **Abstract**

This standard describes the format and characteristics of data elements to be used for the registering of business by clusters/ministries and all former Schedule I and IV provincial government agencies of the Government of Ontario. It is not specific to a single cluster/ministry or former Schedule I and IV agency.

Standards for the registration of individual customers are outlined in GOITS 70.0. It is the responsibility of the cluster/ministry or former Schedule I and IV agency to determine whether GOITS 70.0 or 71.0 applies.

## **Implementation Criteria**

### **1 Category**

Mandatory Standard

#### **1.1 Related Documents**

GO-ITS 71.01 *Standard for Business Registration - Interpretation Guidelines* - A technical report to help cluster/ministry and former Schedule I and IV agency programs conform to GO-ITS 71.00.

GO-ITS 70.00 *Registration of Individual Customers in Ministry Customer Index Files (CIFs)* - A technical report defining a standard description, format and characteristics of data elements used in the GO-NET customer index file.

GO-ITS 70.01 *Government Standard for Customer Index Files (CIFs) - Implementation Guidelines* - A technical report to help clusters/ministries and all former Schedule I and IV provincial government agencies who need to conform to GO-ITS 70.00.

*Guideline on the Proper Use of Diacritics in French* - A document stipulating the official use of diacritic marks in the French language in Ontario.

*Canada Postal Guide, Part 1 Domestic Mail, Subject 8.1 Addressing* - The Canada Post standards for addressing.

*Delivery Needs Accuracy* - A guide to using the Canada Post standards for addressing.

## **2 Purpose**

This GOITS defines the format, description and characteristics of data elements used to register businesses. The standard applies to all clusters/ministries and all former Schedule I and IV agency programs that require the registration of business. This document does not attempt to define a 'business' or its obligation to register for a particular program. The entities that qualify for registration are determined by the applicable legislation.

The objectives of the standard are to:

- (a) increase efficiency by harmonizing the way generic business information is recorded across government (including inter-jurisdictional), for instance, simplifying the creation of joint-cluster and joint-ministry programs;
- (b) promote consistent recording and use of generic client registration information;
- (c) improve customer service by
  - recording and verifying the accuracy of data
  - improving accuracy in the delivery of services requiring access to data from multiple programs.

## **3 Application**

This standard applies to the format and characteristics of the generic business information data elements that are used to register business.

This standard applies to all clusters/ministries and to all former Schedule I and IV provincial government agencies that are implementing a manual process of data capture, automating a manual process, or making significant changes to an existing automated system.

## Specifications

See Technical Specifications

## 5 Qualifications

Government of Ontario IT Standards and Enterprise Products apply (are mandatory) for use by all clusters/ministries and to all former Schedule I and IV provincial government agencies under their present classification (Advisory, Regulatory, Adjudicative, Operational Service, Operational Enterprise, Trust or Crown Foundation) according to the current agency classification system. Additionally, this applies to any other new or existing agencies designated by Management Board of Cabinet as being subject to such publications.

Kindly refer to <http://intra.pmed.mbs.gov.on.ca/mbc/pdf/>

Agency\_Establishment&Accountability-Dir.pdf for a list of provincial government agencies with their classification under the current classification system, as well as their previous Schedule under the former Schedule system.

**This standard does not require clusters/ministries or all former Schedule I and IV provincial government agencies to include a particular data element in their database, but stipulates that if a particular data element is used it must be defined according to this standard. In addition, where values are identified (eg Client Status), the list is not intended to be all inclusive.**

The standard also does not attempt to define whether a business *is required* to be registered for a specific program; the *rules* for qualifying are the responsibility of the individual clusters/ ministries.

Recording and maintenance of business registration information must comply with the terms of the Freedom of Information and Protection of Privacy Act as it pertains to personal information banks as defined by the Act.

## 6 Implementation

The effective date of this standard is May 16, 1996.

## **7 Where to obtain copies**

Copies of related documents may be obtained as follows:

French language documents  
Office of Francophone Affairs  
Policy & Ministry Services Branch  
900 Bay Street, 4th Floor Mowat Block  
Toronto, Ontario  
M7A 1CZ  
416-325-4947

Canada Post standards  
Canada Post Corporation  
Performance Standards and Quality Assurance  
Mail Quality Standards  
Station 537  
720 Heron Road  
Ottawa, Ontario K1A 0B1

ISO standards  
Standards Council of Canada  
350 Sparks St.  
Suite 1200  
Ottawa, Ontario  
K1P 6N7  
1-800-267-8220

Business Number  
Revenue Canada  
7th Floor, Tower C, Assessment and Collections Branch

Place Vanier  
 25 McArthur Ave  
 Ottawa, Ontario  
 K1A 0L5  
 1-800-959-5525

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## Technical Specifications

### SECTION A: Business Registration Data Standards (Amended February 2001)

<b>Client</b>			
Registration Number (component of Business Number 123456789 OE 0001)	Numeric	9	Business Number root (see also <u>Account Type</u> and <u>Account Number</u> for full 15 character BN):
Client Name	Character	168	also referred to as legal name
Business Name	Character	120	also referred to as trade name or operating name
Previous Client Name	Character	168	

<b>ORGANIZATION</b>			
Organization Type	Character	2	01 Sole Proprietorship 02 Partnership 03 Corporation 98 Unknown 99 Other
Description of Other	Character	30	
Partnership Type	Character	2	01 General Partnership 02 Limited Partnership

<b>CLIENT STATUS</b>			
Client Status	Character	2	01 Active 02 Pending Closure 03 Closed 04 Archived
Client Status Reason	Character	2	01 Ceased Operations 02 New Legal Entity 03 Amalgamation 04 Partnership Dissolution 05 Pending Cancellation 06 Cancelled 07 Receivership 08 Bankrupt 09 Character Surrender 10 Deceased 11 Duplicate Legal Entity 12 Opened in Error
Client Status Effective Date	Date	8	YYYYMMDD
Prior Client status	Character	2	see Client Status

<b>CORPORATION</b>			
Incorporation Law Code	Character	2	01 Federal 02 Provincial 99 Other  (to be validated)
Jurisdiction of Incorporation	Character	3	See Section B
Incorporation Certificate Number	Numeric	11	
Incorporation Date	Date	8	YYYYMMDD
Corporation Type	Character	2	<b>Ontario</b> 01 Ontario Business Corp 02 Ontario Corp non-share 03 Credit Union 04 Insurer 05 Social Club with share 06 Social Club non-share

			07 Cooperative with share 08 cooperative non-share 09 loan and Trust Corp <b>Extra-Provincial</b> 21 E.P. Foreign with share 22 E.P. Foreign non-share 23 Federal Corp with share 24 Federal Corp non-share 25 E.P. Domestic with share 26 E.P. Domestic non-share <b>Other</b> 91 Agencies, Boards, Commissions 92 Non-filers (exempt from filing under CIA)
Fiscal Year End	Numeric	4	MMDD
Predecessor Certificate Number	Numeric	11	
Successor Certificate Number	Numeric	11	

<b>BUSINESS ACTIVITY</b>		
Business Activity Description	Character	60
Activity Classification Code (previously known North American Industrial Code)	Numeric	6

<b>COMMUNICATION</b>			
Telephone Number Type	Character	2	01 Home Voice 02 Business Voice 03 Facsimile
Area Code	Character	3	
Telephone Number	Character	7	format 9999999
Extension Number	Character	5	format 99999 or blank
Email Provider	Character	12	
Email ID	Var Char	254	



## OFFICIAL LANGUAGE OF CHOICE

Language of Choice	Character	1	E or F
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## ACCOUNT

Account Type  (component of Business Number 123456789 OE 0001)	Character	2	Business Number program identifier (see also <u>Registration Number</u> and <u>Account Number</u> for full 15 character BN): <b>Federal:</b> RC corporate income tax RM import/export RP payroll source deductions RT goods and services tax RA children's special allowance <b>Provincial:</b> OE employer health tax OR retail sales tax OW workers' compensation OB business name act OC corporations tax OS self employed health tax
Account Number  (component of Business Number 123456789 OE 0001)	Numeric	4	Business Number account identifier (see also <u>Registration Number</u> and <u>Account Type</u> for full 15 character BN)
Account Effective Date	Date	8	YYYYMMDD
Account Status	Character	2	01 Registered 02 Bankrupt 03 Pending Closure 04 Closed 05 Information Pending 06 Archived
Account Status Reason	Character	2	01 registered in error 02 business discontinued 03 business sold 04 set up in error 05 receiver managed 06 deceased 07 investigation required 13 voluntarily dissolved 14 voluntarily wound up 15 charter cancelled 18 amalgamation 60 Bankrupt - summary administration 61 Bankrupt - voluntary assignment 62 Bankrupt - Petition/Receiving Order

Account Status Effective Date	Date	8	YYYYMMDD
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INDIVIDUAL			
Principal Type	Character	2	01 director 02 partner 03 officer 04 sole proprietor 05 shareholder

INDIVIDUAL IDENTIFICATION			
Last Name	Character	50	
Given Name 1	Character	30	
Given Name 2	Character	30	
Social Insurance Number	Numeric	9	
Date of Birth	Date	8	YYYYMMDD
Date of Death	Date	8	YYYYMMDD

ADDRESS TYPE			
Address Type	Character	2	01 - Business 02 - Mailing 03 - Residence 04 - Head Office 05 - Registered Office
Address Effective Date	Date	8	YYYYMMDD

<b>MAILING ADDRESS</b> <b>(This item conforms to Canada Post standards)</b>				
Same as physical indicator	Character	1	Mandatory	"Y" or "N"
Non-address Data				
Non-address Data line 1	Character	35	Optional	
Non-address Data line 2	Character	35	Optional	
Mailing Address Structure (Civic/Route-Civic/Delivery)	Character	1	Mandatory	"C", "R", or "D"
Municipality	Character	30	Mandatory	
Province State code	Character	2	Mandatory for Canada and USA	Province State table (CPC)
Country	Character	3	Mandatory if not Canada	ISO Standard Code
Postal Zip code	Character	10	Mandatory for Canada and USA	
Invalid Mailing Address Indicator	Date	8	Optional	YYYYMMDD

<b>MAILING CIVIC ADDRESS</b> <b>(This item conforms to Canada Post standards)</b>				
Street Number	Character	6	Optional	
Street Number Suffix	Character	3	Optional	
Street Name	Character	30	Mandatory	
Street Type	Character	6	Optional	See Street Types table (CPC)
Street Direction	Character	2	Optional	See Street Directions table (CPC)
Unit Designator	Character	6	Optional	See Unit Designator table (CPC)
Unit Identifier	Character	5	Optional	

<b>MAILING ROUTE CIVIC ADDRESS</b> <b>(This item conforms to Canada Post standards)</b>				
Street Number	Character	6	Optional	
Street Number Suffix	Character	3	Optional	
Street Name	Character	30	Mandatory	
Street Type	Character	6	Optional	See Street Types table (CPC)
Street Direction	Character	2	Optional	See Street Directions table (CPC)
Mode of Delivery Designator	Character	6	Optional	
Mode of Delivery Identifier	Character	5	Optional	Route Service Number

<b>MAILING DELIVERY ADDRESS</b> <b>(This item conforms to Canada Post standards)</b>				
Mode of Delivery Designator	Character	6	Mandatory	See Mode of Delivery Designators table (CPC)
Mode of Delivery Identifier	Character	4	Optional	A.K.A. "Route Service Number"
Delivery Installation Area Name	Character	30	Optional	
Delivery Installation Type	Character	5	Optional	See Delivery Installation Types table (CPC)
Delivery Installation Qualifier	Character	15	Optional	e.g. "MAIN", etc.

<b>PHYSICAL ADDRESS</b> <b>(This item conforms to Canada Post standards)</b>				
Non-address Data				
Non-address Data line 1	Character	35	Optional	
Non-address Data line 2	Character	35	Optional	
Physical Address Structure (Civic/Survey)	Character	1	Mandatory	"C" or "S"

Province State code	Character	2	Mandatory for Canada, USA	see Province State table (ISO)
Country	Character	3	Mandatory if not Canada	ISO Standard Code
Postal Zip code	Character	10	Mandatory if Civic Address	
Invalid Address Indicator	Date	8	Optional	YYYYMMDD

**PHYSICAL CIVIC ADDRESS**  
(This item conforms to Canada Post standards)

Street Number	Character	6	Optional	
Street Number Suffix	Character	4	Optional	
Street Name	Character	30	Mandatory	
Street Type	Character	6	Optional	See Street Types table (CPC)
Street Direction	Character	2	Optional	See Street Directions table (CPC)
Unit Designator	Character	6	Optional	See Unit Designators table (CPC)
Unit Number	Character	5	Optional	
Municipality	Character	30	Mandatory	

**PHYSICAL SURVEY ADDRESS**

Lot Part Number	Character	5	Optional
Concession Plan Number	Character	20	Mandatory
Address Description	Character	35	Optional
Lower Tier Municipality	Character	60	Mandatory
Upper Tier Municipality	Character	60	Optional

## **SECTION B - Business Registration Data Elements (Corporate Jurisdictions)**

### **Corporation Jurisdiction Table**

(reference: Ontario Ministry of Consumer Commercial Relations which is responsible for registering corporations operating in Ontario)

<b>Jurisdiction Code</b>	<b>Description</b>
AB	ALBERTA
AK	ALASKA
AL	ALABAMA
AN	ARKANSAS
ANT	ANTIGUA & BARBUDA
AR	ARGENTINA
ARI	ARIZONA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA
BA	BARBADOS
BC	BRITISH COLUMBIA
BE	BELGIUM
BM	BERMUDA
BR	BRAZIL
BS	BAHAMA ISLANDS
BU	BULGARIA
BVI	BRITISH VIRGIN ISLANDS
CA	CANADA

CH	SWITZERLAND
CHI	CHILE
CI	CHANNEL ISLANDS
CL	CALIFORNIA
CN	CHINA
CO	COLORADO
COL	COUMBIA
CP	CAPE PROVINCE
CR	COSTA RICA
CRO	REPUBLIC OF CROATIA
CS	CZECHOSLOVAKIA
CSF	CZ & SLO F. R.
CT	CONNECTICUT
CU	CUBA
CY	CYPRUS
DC	DISTRICT OF COLUMBIA
DE	GERMAN FEDERAL REPUBLIC
DE	DELAWARE
DK	DENMARK
EG	EGYPT
EL	EL SALVADOR
EN	ENGLAND
ES	SPAIN
FI	FINLAND

FL	FLORIDA
FR	FRANCE
GA	GEORGIA
GB	GREAT BRITAIN
GE	GERMANY
GH	GHANA
GI	GIBRALTAR
GN	GUINEA
GR	GREECE
GT	GUATEMMALA
GY	GUYANA
HA	HAWAII
HK	HONG KONG
HL	HOLLAND
HU	HUNGARY
IC	ICELAND
ID	IDAHO
IE	IRELAND
IF	ILE DE FRANCE
IL	ILLINOIS
IM	ISLE OF MAN
IN	INDIANA
IND	REPUBLIC OF INDONESIA
IO	IOWA
IR	IRAN



IS	INDIA
ISR	ISRAEL
IT	ITALY
JI	JERSEY ISLAND
JM	JAMAICA
JO	JORDAN
JP	JAPAN
KA	KANSAS
KE	KENTUCKY
KR	KOREA
KY	CAYMAN ISLANDS
LB	LEBANON
LI	LIECHTENSTEIN
LK	SRI LANKA
LO	LOUISIANA
LR	LIBERIA
LU	LUXEMBOURG
MA	MASSACHUSETTS
MB	MANITOBA
MC	MICHIGAN
ME	MAINE
MI	MINNESOTA
ML	MARYLAND
MO	MISSOURI
MS	MISSISSIPPI

MT	MONTANA
MX	MEXICO
MY	MALAYSIA
NA	NETHERLANDS ANT
NB	NEW BRUNSWICK
NC	NORTH CAROLINA
<b>Jurisdiction Code</b>	<b>Description</b>
ND	NORTH DAKOTA
NE	NEBRASKA
NF	NEWFOUNDLAND
NG	FEDERAL REPUBLIC OF NIGERIA
NH	NEW HAMPSHIRE
NI	NICARAGUA
NJ	NEW JERSEY
NL	NETHERLANDS
NM	NEW MEXICO
NO	NORWAY
NS	NOVA SCOTIA
NSW	NEW SOUTH WALES
NT	NORTHWEST TERRITORIES
NV	NEVADA
NY	NEW YORK
NZ	NEW ZEALAND
OH	OHIO

OK	OKLAHOMA
ON	ONTARIO
OR	OREGON
PA	PENNSYLVANIA
PAN	PANAMA
PE	PRINCE EDWARD ISLAND
PH	PHILIPPINES
PK	PAKISTAN
PQ	QUEBEC
PT	PORTUGAL
QL	QUEENSLAND
RI	RHODE ISLAND
SA	SAUDI ARABIA
SC	SOUTH CAROLINA
SCO	SCOTLAND
SD	SOUTH DAKOTA
SE	SWEDEN
SF	SOUTH AFRICA
SG	SINGAPORE
SK	SASKATCHEWAN
SO	SOUTH AUSTRALIA
ST	ST. VINCENT
SU	USSR
SZ	SUEZ
TC	TURKS & CAICOS

TH	THAILAND
TM	TASMANIA
TN	TENNESSEE
TR	TRANSVAAL
TT	TRINIDAD/TOBAGO
TW	TAIWAN
TX	TEXAS
UA	UKRAINE
UAE	UNITED ARAB EMIRATES
UK	UNITED KINGDOM
UN	UNITED NATIONS
US	UNITED STATES OF AMERICA
UT	UTAH
UVI	UNITED STATES VIRGIN ISLANDS
VA	VIRGINIA
VE	VENEZUELA
VT	VERMONT
WA	WASHINGTON
WAU	WEST AUSTRALIA
WG	WEST GERMANY
WI	WISCONSIN
WV	WEST VIRGINIA
WY	WYOMING
YK	YUKON

YU	YUGOSLAVIA
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**SECTION C: Business Registration Data Elements (Future Considerations)**

**DATA ELEMENTS FOR FUTURE CONSIDERATION**

<b>INDIVIDUAL AUTHENTICATION</b>			
Source Document Type	Character	3	Document Type table (MOH)
Source Document Number	Character	20	
Jurisdiction Country	Character	3	ISO Country table (ISO)
Jurisdiction Province State	Character	2	Province State table (CPC)

<b>FINANCIAL STATUS</b>	
Credit Rating	
Government Creditors	
Leins Against Property	
Outstanding Court Action	

<b>ASSOCIATION</b>		
Associated Org Registration Number	Numeric	9
Association Type	Character	2 e.g. parent subsidiary associate company material interest
Ownership Percentage	Numeric	2

<b>ORGANIZATION OFFICE</b>			
Organization Office	Character	2	e.g. division accounting centre

<b>ATTRIBUTES</b>	
Months open for Business	
Financial Institution	
Government Assistance	
National Occupation Code	
Products & Services	
Business Description	
Export Market	
Size	# employees payroll sales R & D volume