GO-ITS 70.01 Business Registration - Interpretation Guidelines

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, R*egistration 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 technical report interprets and defines guidelines for the implementation of the GOITS standard for Business Registration.

Implementation Criteria

1 Category

Technical Report

1.1 Related Documents

GO-ITS 71.00 Standard for Business Registration Data Elements - A technical report defining the format, description and characteristics of data elements used by cluster/ministry and all former Schedule I and IV provincial government agency programs to register business.

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 GOITS 70.0.

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.
International Standards Organization (OSI) 639, Language Code Reference Number - A document defining the OSI standard for codes for the representation of languages.

2 Purpose

This GOITS contains guidelines for clusters/ministries and all former Schedule I and IV provincial government agencies that are designing business information index files that conform to the standard GO-ITS 71.00.

3 Application

This document will be of use to all clusters/ministries and all former Schedule I and IV provincial government agencies that are designing business information files that conform to the government-wide standard.

4 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.

The document was prepared by the Clearing the Path Project as a guideline for implementing data standards as outlined in GO-ITS 71.00. This document provides clusters/ministries developing their own business registration files with valuable implementation advice. However, clusters/ ministries are not bound by any *physical* design structures inferred by the document.

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

Place Vanier

25 McArthur Ave

Ottawa, Canada

K1A 0L5

1-800-959-5525

9 Copyright

Technical Specification

Technical Report - Interpretation of Government Standard on Business Registration Data Elements (Amended July 1996)

CONTENTS

1. BUSINESS DATA GROUPINGS - OVERVIEW

Various forms of data are captured that relate to businesses. A business may have one or more locations and be related to one or more legal entities. The data groupings and their relationships with one another are summarized in Figure 1. This figure is intended to aide the reader in understanding the various tables in GO-ITS 71.00 and the descriptions that follow. It should not be interpreted as an entity relationship diagram. Each grouping is described by a separate section in the pages that follow.
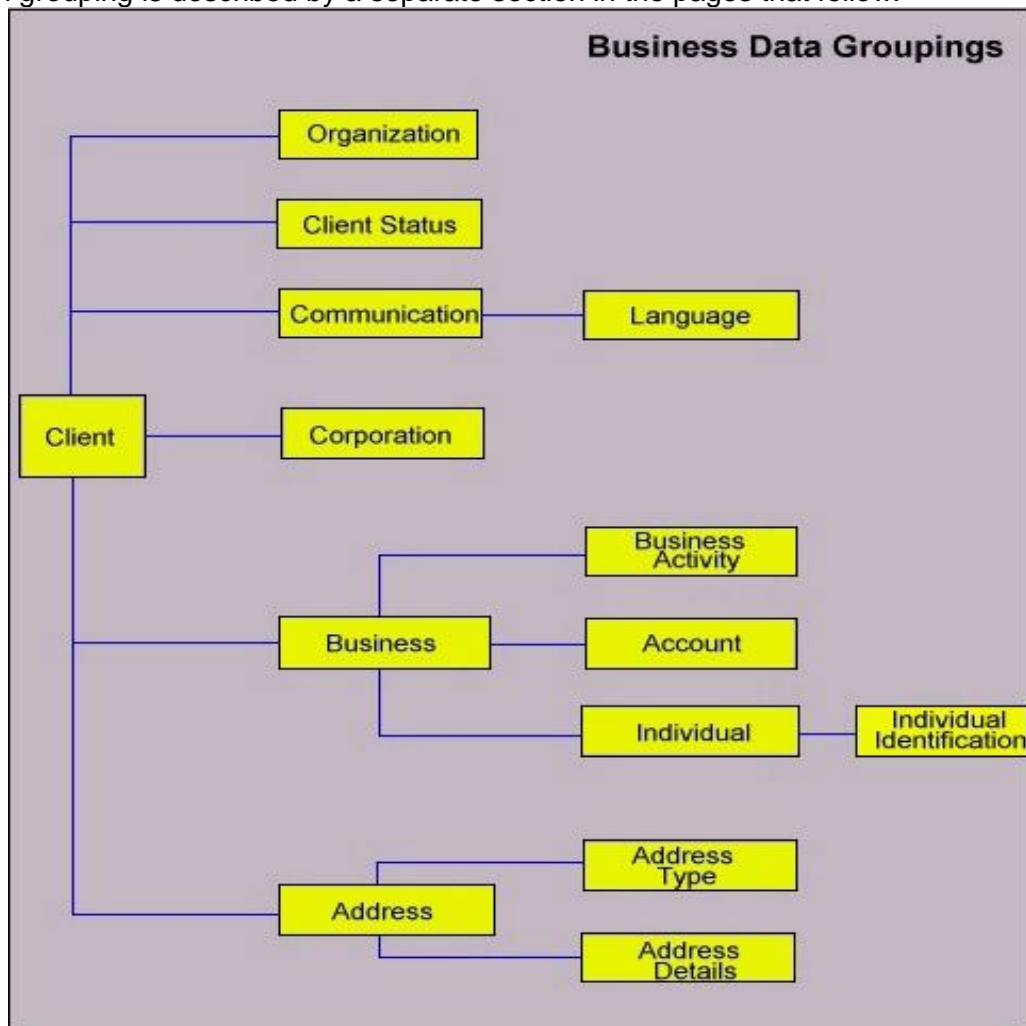

Figure 1

2. CLIENT

Data used to identify an organization for which information is captured under a specific statute.

- ___ Registration Number

The 9 digit number which uniquely identifies a private sector entity (e.g. sole proprietorship, corporation, partnership, trust etc.) or a public sector body(e.g. charity, government department, municipality etc.) as identified by legislated government programs.

The Registration Number remains the same regardless of how many accounts an entity may have. This 'root' number combined with the Account Type and the Account Number make up the Business Number.

- ___ Client Name

The legal name of the individual or organization as evidenced by legal documents. For individuals this is the name noted on a birth certificate or similar document; for corporations this is the name noted on the Articles of Incorporation.

- ___ Business Name

The name under which the entity is operating or trading if different from the Client Name. (also referred to as trade name).

- ___ Previous Client Name

The legal name of the client prior to the current legal name. For example, if an individual changes their name from Jack Smith to Jack White, Previous Client Name is Jack Smith. Previous Client Name is not used where the legal entity has changed.

3. ORGANIZATION

- ___ Organization Type

Identifies the legal structure of the entity.

- ___ Description of Other

Narrative description of Organization Type 'Other'

- ___ Partnership Type

A further classification of Organization Type 'Partnership'

4. CLIENT STATUS

- ___ Client Status

A code to indicate the state of the client. A relationship exists between Client Status and Account Status. For example, at least one account must be active to have a Client Status active.

- ___ Client Status Reason

A code to indicate the reason for a Client Status.

- ●___ Client Status Effective Date

The date Client Status is effective. This date may be prior to current date.

- ●___ Prior Client Status

The Client Status immediately preceding the current Client Status.

5. CORPORATION

- ●___ Incorporation Law Code

The type of law that the legal entity was incorporated under.

- ●___ Jurisdiction of Incorporation

The jurisdiction responsible for issuing the charter creating the legal entity.

- ●___ Incorporation Certificate Number

The unique identifer as noted on the articles or certificate of incorporation.

- ●___ Incorporation Date

The date on which the legal entity was created.

- ●___ Corporation Type

A classification of corporations into general categories.

- ●___ Fiscal Year End

The month and day the corporation has indicated as their fiscal period end.

- ●___ Predecessor Certificate Number

Where a legal entity is the result of an amalgamation, the Incorporation Certificate Number of the legal entity prior to the amalgamation.

- ●___ Successor Certificate Number

Where a legal entity is the result of an amalgamation, the Incorporation Certificate Number of the new legal entity subsequent to the amalgamation.

6. BUSINESS ACTIVITY

- ●___ Business Activity Description

A narrative description of a business endeavour. This may include products sold, services provided or machinery or equipment used etc.

- ●___ Activity Classification Code

The code as defined by the Standards Council of Canada and administered by Statistics Canada classifying the Business Activity Description.

7. COMMUNICATION

Data used to communicate with an individual or organization. Multiples of each type may

be recorded, e. g. to support more than one Home Telephone Number for an individual, etc.

●___ Telephone Number Type

The type of telephone number captured.

●___ Area Code

The area code of the telephone number.

●___ Telephone Number

The telephone number.

●___ Extension Number

The extension number telephone number.

●___ Email Provider

The network (e.g. Internet, CompuServe) that carries Email to the recipient.

●___ Email ID

The electronic mail address. This can be a variable length character string.

8. OFFICIAL LANGUAGE OF CHOICE

●___ Language of Choice

The language in which an individual or organization requests to be communicated.

9. ACCOUNT

●___ Account Type

The code identifying the program under which the account is administered.

The Account Type combined with the Registration Number and the Account Number make up the Business Number.

●___ Account Number

An identifier to allow differentiation and identification of separate accounts under the same Account Type for a specific Client.   The Account Number combined with the Registration Number and the Account Type make up the Business Number.

●___ Account Effective Date

The date that the account became effective. This date may be prior to current date.

●___ Account Status

A code to indicate the state of the client account. A relationship exists between Account Status and Client Status. For example, if the Client is bankrupt, the account status is impacted.

●___ Account Status Reason

A code to indicate the reason for a Account Status.

●___ Account Status Effective Date

The date Account Status is effective. This date may be prior to current date.

10. INDIVIDUAL

●___ Principal Type

A code to identify the individuals role within an entity. For example, the individual may be the sole proprietor in a sole proprietorship; the individual may be an officer of a corporation.

11. INDIVIDUAL IDENTIFICATION

The information by which an individual's identity is known, legally or commonly can be recorded.

●___ Last Name

The legal last name on official documents.

●___ Given Name 1

The first legal given name on official documents.

●___ Given Name 2

A second legal given name on official documents, in legal order following Given Name 1.

●___ Social Insurance Number

The SIN issued to the individual by the Government of Canada

●___ Date of Birth

Date of birth of the individual as officially recorded.

●___ Date of Death

Date of death of the individual as officially recorded.

12. ADDRESS TYPE

Address information can be specified in any of four basic categories: Civic Address, Route Civic Address, Delivery Installation Address, or Physical Survey Address.

●___ Address Type

An address can be used for one or more purposes. In this standard, an address may be: Mailing Address, Residence Address, Business Address, Head Office Address and Registered Office Address. Edits on each of these Address Types will be based on whether the address is a physical address or a mailing address.

●___ Address Effective Date

The date on which the address is to be deemed effective.

MAILING ADDRESS may be one of MAILING CIVIC ADDRESS MAILING ROUTE CIVIC ADDRESS or MAILING DELIVERY ADDRESS. Similarly, PHYSICAL ADDRESS may be one of PHYSICAL CIVIC ADDRESS or PHYSICAL SURVEY ADDRESS and is used to describe a specific location (business address, place of residence etc.) not both.

13. MAILING ADDRESS

This address is used by Canada Post to deliver mail to a business or an individual. Many mailing addresses can be recorded over time and history may be retained. Mailing Address follows CPC standards and conventions. It is structured to record a Civic Address and/ or a Delivery Installation Address:

Civic Address generally applies to an individual who receives door-to-door delivery or who receives mail at a community mail box.

Route Civic Address is a variation on Civic Address. It applies to a street served by a delivery route service from a Delivery Installation.

Delivery Installation Address is used when there is no civic address numbering and street information.

Mailing Address components are defined as follows:
● ___ Same As Physical indicator
If the Mailing Address is the same as the place where an individual resides, this indicator will contain the letter "Y"; otherwise it will contain the letter "N", indicating that the Physical Address, rather than Mailing Address, must be referenced to locate an individual.
● ___ Non-address Data
This includes any additional information that an individual may wish to include, beyond their name to help clarify location (e.g. LAKESIDE ESTATES)
● ___ Mailing Address Structure
This is a code that indicates whether the mailing address is structured for Civic, Route Civic or Delivery Installation format, according to CPC standards.
● ___ Municipality
This refers to a City or Municipality or Town or Village or Community or Post Office recognized as a valid mailing destination.
● ___ Province State code

This should be identified by the international two-character code.
See Province_State table.

● ___ Country Code
The code that indicates the country of the address.
See Country table (ISO Standard)

● ___ Postal Zip code
The Canadian postal code format is ANA NAN, where A is an alpha character and N is a numeric character. For United States Zip code, the format is NNNNN or NNNNN-NNNN. Other country's postal codes should be stored as unstructured character strings.
● ___ Invalid Mailing Address indicator
This is a date indicating when it has been determined that a mailing address is invalid for an individual; e.g. return of mail. If the address is subsequently updated or corrected, this date must be removed.

14. MAILING CIVIC ADDRESS

This form of address consists of:
●   Street Number
The official civic number that has been assigned to an address by the municipality.
●   Street Number Suffix This is used if a letter or fraction follows civic number (e.g. 140A or 91 1/2 KING ST). The only permissible fractions are 1/4, 1/2 and 3/4.
●   Street Name
The official name recognized by the municipality.
●   Street Type
The street type is always identified by official CPC symbols (e.g. ST, CRT, BLVD, etc.).
See Street Types table (CPC Standard)
●   Street Direction
Where street direction is required, it must be identified by a one or two-character symbol (e.g. N, S, NE, NW).
See Street Directions table (CPC Standard)
●   Unit Designator
Identifies type of unit such as an apartment or suite.
See Unit Designator table (CPC Standard)
●   Unit Number
Identifies the specific unit as assigned by the building. The value can be alphanumeric. Numeric unit number must be presented in numeric form (e.g. 2 instead of TWO).

15. MAILING ROUTE CIVIC ADDRESS

This form of address consists of:

●   Street Number

The official civic number that has been assigned to an address by the municipality.

●   Street Number Suffix This is used if a letter or fraction follows civic number (e.g. 140A or 91 1/2 KING ST). The only permissible fractions are 1/4, 1/2 and 3/4.

●___ Street Name

The official name recognized by the municipality.

●___ Street Type

The street type is always identified by official CPC symbols (e.g. ST, CRT, BLVD, etc.).
See Street Types table (CPC Standard)

●___ Street Direction

Where street direction is required, it must be identified by a one or two-character symbol (e.g. N, S, NE, NW).
See Street Directions table (CPC Standard)

●___ Mode of Delivery Designator

The official Canada Post symbol for Rural Route (RR), Suburban Service (SS), Mobile Route (MR), or General Delivery (GD).
See Mode Of Delivery Designators table (CPC Standard)

●___ Mode of Delivery Identifier

A number identifying a Rural Route, Suburban Service or Mobile Route delivery mode.

16. MAILING DELIVERY ADDRESS

This form of mailing address consists of:

●___ Mode of Delivery Designator

The official Canada Post symbols are as follows:

Postal Box (PO BOX)

Rural Route (RR)

Suburban Service (SS)

Mobile Route (MR)

General Delivery (GD)

See Mode Of Delivery Designators table (CPC Standard)

●___ Mode of Delivery Identifier

A number identifying a Rural Route, Suburban Service or Mobile Route delivery mode.

●___ Delivery Installation Area Name

This identifies general location of a delivery installation and is usually a village, town, community, city or metropolitan area name (e.g. RR 1 ETOBICOKE STN B). The Delivery Installation Area Name is not required if it is the same as the municipality name.

e.g. PO BOX 3506 STN COTTAWA ON K1Y 4K6

●___ Delivery Installation Type

This identifies the delivery installation by the official Canada Post symbol.

e.g. PO BOX 3506 STN C

See Delivery Installation Types table (CPC Standard)

●___ Delivery Installation Qualifier

e.g. PO BOX 3000 STN MAIN

17. PHYSICAL ADDRESS

A physical address is used to record a place of business, a head office or registered office and an individuals place of residence. The physical address can be structured in one of two possible ways; a CPC Civic Address or an Survey Address:

Civic Address applies to an address that has civic numbering and street information;

Survey Address is used where a location is a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory.

Physical Address components are defined as follows:

●___ Non-address Data

This includes any additional information beyond name, to help clarify location (e.g. WALMSLEY FARM).

●___ Physical Address Type

This is a code that indicates whether the physical address is structured as a Civic or a Survey address.

●___ Province State code - same as for Mailing Address

●___ Country code - same as for Mailing Address

●___ Postal Zip code - same as for Mailing Address

●___ Invalid Address Indicator

This indicator identifies the date for which a physical address is determined to be invalid, i.e. the individual does not reside at the physical address. If the physical address is

subsequently corrected, the date indicator must be removed.

18. PHYSICAL CIVIC ADDRESS - same as MAILING CIVIC ADDRESS

19. PHYSICAL SURVEY ADDRESS

The physical survey (or cadastral) form of address consists of:
● ___ Lot / Part number
A lot number is used to indicate location within a Subdivided Township; alternatively, a part number is used to indicate location within an Unsubdivided Township or Unsurveyed Territory.
● ___ Concession / Plan number
A concession or section number is used to indicate location within a Subdivided Township; it goes along with Lot number. Alternatively, a Reference Plan number is used for an Unsubdivided Township or Unsurveyed Territory; it goes along with Part number.
● ___ Address description
This is used to enter Toponyms such as Name of Locations, Boroughs and possible textual description of the address.
● ___ Lower Tier Municipality
The name of a lower tier municipality such as a Municipality/City, Township, Town, Village. Entering a value for this is mandatory as the absolute minimum, if an survey address is to be recorded at all.
● ___ Upper Tier Municipality
The upper tier (municipality) name such as Regional Municipality, County, Territorial District.

20. ADDRESS PRESENTATION

Dual addressing, where both the individual's physical location and mailing address appear on one address item is discouraged by Canada Post Corporation (CPC). MAILING ADDRESS FORMAT The overall sequence of components required by Canada Post Corporation to be displayed/printed for any mail is as follows:
1. Non-address Data
2. Addressee Information
3. Delivery Address Information
4. Municipality Province Postal Code

Order of importance is bottom-up.

"Non-address Data" (#1) and "Municipality Province Postal Code" (#4) are recorded in the Mailing Address table..

"Addressee Information" (#2) indicates the name of the intended recipient. It is stored in the Individual Identification table (not the Mailing Address table).

"Delivery Address Information" (#3) can be recorded in one or more of the Mailing Civic Address table, the Mailing Route Civic Address table or the Mailing Delivery Address table.
● Postal ZIP Code
Note that there is one space between the first three and the last three characters. The postal code must be printed/displayed with two spaces separating it from the province. e.g. OTTAWA ON K1G ON2
● Street Number Suffix In the display/print format, if suffix is an alpha character there must be no intervening space; if suffix is a fraction there must be one intervening space.
● Street Name
If the street is a number followed by an ordinal (e.g. 1ST, 2ND, 3RD, 4TH, etc.), there will be no space between the number and the ordinal. If the street name is alphanumeric, there will be no space between the numeric and the alpha portion (e.g. 36A ST instead of 36 A ST).
● Street Type
In an English address, street type always follows street name. In a French address, street type appears before the street name unless the street type is numeric. In this case, street type follows Untitled Document street name (e.g. 1ERE RUE).
●___ Mode Of Delivery Identifier
The numeric identifier is separated from the mode of delivery designator by one space (e.g. PO BOX 6001). The number sign (#) must not be included ahead of the number.
PHYSICAL ADDRESS FORMAT
The overall sequence of components for displaying/printing of a physical address can be as follows:
1. Non-address Data
2. Addressee Information
3. Physical Address Information
4. Municipality Province Postal Code"Non-address Data" (#1) and "Province Postal Code" (part of #4) are recorded in the Physical Address table.

"Addressee Information" (#2) indicates the name of the individual. It is stored in the Individual Identification table (not the Physical Address table). "Physical Address Information" (#3) can be recorded in either the Physical Civic Address table or the Physical Survey Address table, not both. "Municipality" (part of #4) can be recorded in either the Physical Civic Address table (as Municipality), or the Physical Survey Address table (as Upper Tier).

EXAMPLES
Several combinations of table elements can be used to form a customer address. The following are some examples:

EXAMPLE 1 -Mailing Civic Address

ADDRESS LINES	TABLE SOURCE	DATA ELEMENTS
THOMPSON, MURRAY SCOTT	INDIVIDUAL IDENTIFICATION	Last Name, Given Names
123-61 MONROE ST E	MAILING CIVIC ADDRESS	Unit Number, Street Number, Street Name, Street Type, Street Direction
MARKHAM, ON M3M 1J8	MAILING ADDRESS	Municipality, Province State code, Postal ZIP code

EXAMPLE 2 -Mailing Civic Address - With Non-address Data and Country

ADDRESS LINES	TABLE SOURCE	DATA ELEMENTS
LAKESIDE ESTATES	MAILING ADDRESS	Non-address Data line 1
SUPERINTENDENT	MAILING ADDRESS	Non-address Data line 1
CLARKE, LOUISE ELLEN	INDIVIDUAL IDENTIFICATION	Last Name, Given Names
4145 65TH ST	MAILING CIVIC ADDRESS	Street Number, Street Name
GLACE BAY NS B1A 5H9	MAILING ADDRESS	Municipality, Province State code, Postal code
CANADA	MAILING ADDRESS	Country code

EXAMPLE 3 -Mailing Delivery Address

ADDRESS LINES	TABLE SOURCE	DATA ELEMENTS
WALMSLEY FARM	MAILING ADDRESS	Non-address Data line 1
SMITH, DOROTHY REBECCA	INDIVIDUAL IDENTIFICATION	Last Name, Given Names
RR 1 ETOBICOKE STN B	MAILING CIVIC ADDRESS	Mode of Delivery Designator, Mode of Delivery Identifier, Delivery Installation Area Name, Delivery Installation Type, Delivery Installation Qualifier
WOODBRIDGE ON L2R 3X4	MAILING ADDRESS	Municipality, Province State code, Postal ZIP code

EXAMPLE 4 -Route Civic Address

ADDRESS LINES	TABLE SOURCE	DATA ELEMENTS
STRATHDEE, SIGOURNEY	INDIVIDUAL IDENTIFICATION	Last Name, Given Names
1565 SMITH ST	MAILING ROUTE CIVIC ADDRESS	Street Number, Street Name, Street Type
RR 1	MAILING ROUTE CIVIC ADDRESS	Mode of Delivery Designator, Mode of Delivery Identifier
MARKHAM, ON M3M 1J8	MAILING ADDRESS	Municipality, Province State code, Postal ZIP code

EXAMPLE 5 -Physical Survey Address

ADDRESS LINES	TABLE SOURCE	DATA ELEMENTS
13	PHYSICAL SURVEY ADDRESS	Lot Part number
23 R-432	PHYSICAL SURVEY ADDRESS	Concession Plan number
ORO STATION	PHYSICAL SURVEY ADDRESS	Address Description
WILLIAMSVILLE	PHYSICAL SURVEY ADDRESS	Lower Tier Municipality
TIMMONS ON L5R 8Y6	PHYSICAL SURVEY ADDRESS, PHYSICAL ADDRESS	Upper Tier Municipality, Province State code, Postal ZIP code

21. ACKNOWLEDGEMENTS

The following external standards documents have been referenced by this report:

ISO Standards:

Country

Province_State

Canada Post Corporation (CPC) Standards:

Street Types

Street Directions

Unit Designations

Mode of Delivery Designations

Delivery Installation Types

Examples in this report have been adapted from the document "Delivery needs Accuracy (Canadian Addressing Standard)" published by Canada Post Corporation.

Data element definitions for 'Section 18 Physical Actual Address' were provided by the Data Standards Secretariat, Natural Resources Information Branch, Information Resources Division, Ministry of Natural Resources.

BUSINESS NUMBER STRUCTURE