

## Notice to Suppliers

### Supplier Name Change Fees

*October 2025*

To maintain the accuracy of supplier records and ensure the efficient use of City resources, the City of Mississauga requires payment prior to processing any supplier name change.

The current fees are \$600 for a simple change and \$1,200 for a complex change. These fees are non-refundable and must be paid in full before processing can begin.

Effective January 1, 2026, these fees will increase to \$618 (simple) and \$1,236 (complex) to reflect inflationary adjustments.

### Application Process

Suppliers requesting a name change must submit completed forms and all supporting documentation to [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)

Upon review, an invoice will be issued to the supplier. Once payment has been made, the supplier will provide proof by submitting a receipt to Procurement Services. Processing will commence once proof of payment has been received.

Forms are available on the City's website: [Add or Change Supplier Name](#)

### Types of Changes

- *Simple Change*: Includes basic updates such as corporate name, banking information, or fewer than five purchase orders
- *Complex Change*: Involves multiple purchase orders, assignment agreements, or review of legal and financial documentation across departments

These fees reflect the administrative effort required to process supplier name changes and are intended to ensure only necessary updates are requested.

For questions or additional information, please contact [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)