

# Notice of Supplier Name Change

City of Mississauga  
Procurement Services  
Corporate Business Services  
300 City Centre Drive  
Mississauga, Ontario, L5B 3C1  
purchasing@mississauga.ca



This Notice of Supplier Name Change (“Notice”) is required to be completed by the entity identified below (“Supplier”) that is a party to an agreement (“Agreement”) with The Corporation of the City of Mississauga (“City”) and has changed or will change its name by way of: (a) amalgamation, (b) assignment, or (c) corporate name change.

## Original Supplier Information

Full Legal Name of Company

GST/HST Registration Number

Primary Address

List all current agreements and/or outstanding invoices with the City and the applicable City purchase order number and City contract manager:

Procurement/Agreement Name	Purchase Order No.	Contract Manager

## Revised Supplier Information

Full Legal Name of Company

GST/HST Registration Number

Primary Address

**Nature of Change** (please select one)

**Amalgamation**

The following documents must be submitted with this Notice to: [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)

- Copy of Articles of Amalgamation;
- Revised WSIB Clearance Certificate; and
- Revised Certificates of Insurance for all current City agreements (use City template found at <https://www.mississauga.ca/publication/certificate-of-insurance-forms/>)

**Assignment**

The following documents must be submitted with this Notice to: [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)

- A letter issued on corporate letterhead describing the transaction (i.e. asset purchase, share purchase, restructuring, etc.), including information about the legal status of the Supplier following the transaction (for example, whether the Supplier will continue to exist or will be dissolved), as well as confirmation of the actual or anticipated transaction date, signed by either legal counsel, president, CEO, or financial controller;
- Supporting documentation, including copies of corporate profile reports or certificates of status for each involved entity;
- Revised WSIB Clearance Certificate (if available for submission); and
- Revised Certificates of Insurance for all current City agreements (if available for submission) (use City template found at <https://www.mississauga.ca/publication/certificate-of-insurance-forms/>)

**Corporate Name Change**

The following documents must be submitted with this Notice to: [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)

- Copy of Articles of Amendment;
- Revised WSIB Clearance Certificate; and
- Revised Certificates of Insurance for all current City agreements (use City template found at <https://www.mississauga.ca/publication/certificate-of-insurance-forms/>)

**Acknowledgement**

The undersigned acknowledges and agrees that all terms and conditions (including specifications, requirements, and pricing) set out in the Agreement remain unchanged and continue in full force and effect notwithstanding the Supplier's request for name change.

The undersigned certifies that the information in this Notice is true, correct, and complete as of the date set forth below.

Signature

Date (YYYY MM DD)

Name/Title