

Accessibility Compliance Report

You can use one form to file an accessibility compliance report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

Note: While business and non-profit organizations with 1-19 employees are not required to submit an accessibility compliance report, they must still comply with the AODA.

Organization information

Table 1: Organization category, number of employee range and reporting year

| Organization Category (required) | Number of employee range (required) | Reporting year (required) |
|----------------------------------|-------------------------------------|---------------------------|
| Business or Non-profit | 20-49 employees | 2026 BNP |

Business details

How to count your employees?

In your employee count, include all:

- full-time employees
- part-time employees
- seasonal employees
- contract workers

Do not count:

- employees outside Ontario
- volunteers
- independent contractors

How can I find my CRA business number?

You can find your BN9 number by:

- Logging into the CRA My Business Account
- Checking your GST/HST or Corporation Notice of Assessment under Notice Details
- Checking your GST/HST credit notice
- To learn more, visit Business number - Business number - Canada.ca (https://www.canada.ca/en/services/taxes/business-number.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_business-number)

How to find your industry?

You can search for North American Industry Classification (NAICS) codes using the Statistics Canada website

(<https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825>)

Table 2: Organization business details (maximum up to 20)

| Item Number | Organization legal name (required) | Number of employees in Ontario (required) | Business number (BN9) or AODA identifier (required) | Operating / business name | Organization Sector (required) | Subsector (required) | Industry Group (required) |
|--------------------|---|--|--|----------------------------------|---------------------------------------|---|--|
| Item # 1 | Tian Bao Travel Ltd | 49 | 867697930 | Compass Holidays | 41 - Wholesale Trade | 419 - Business-to-business electronic markets, and agents and brokers | 4191 - Business-to-business electronic markets, and agents and brokers |

Business address

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

Table 3: Organization business address (maximum up to 20)

| Item Number | Organization legal Name (required) | Address line 1 (required) | Address line 2 | City (required) | Province or State (required) | Postal code or Zip code (required) | Country (required) |
|--------------------|---|----------------------------------|-----------------------|------------------------|-------------------------------------|---|---------------------------|
| Item # 1 | Tian Bao Travel Ltd | 108 - 9120 Leslie Street | N/A | Richmond Hill | ON (Ontario) | L4B 3J9 | Canada |

Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

Table 4: Organization mailing address (maximum up to 20)

| Item Number | Organization legal name (required) | Address line 1 (required) | Address line 2 | City (required) | Province or State (required) | Postal code or Zip code (required) | Country (required) |
|--------------------|---|----------------------------------|-----------------------|------------------------|-------------------------------------|---|---------------------------|
| Item # 1 | Tian Bao Travel Ltd | 108 - 9120 Leslie Street | N/A | Richmond Hill | ON (Ontario) | L4B 3J9 | Canada |

Certification statement

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

Note: It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise, the certifier will be the main contact.

Certifier: Someone who can legally bind the organization(s).

Primary Contact: The person who will be the main contact for accessibility issues.

Acknowledgement

I certify that all the information is accurate, and I have the authority to bind the organization (required)

Certification date (yyyy-mm-dd) (required) _____2026-03-25_____

Certifier information

Table 5: Certifier information

| Last name (required) | First name (required) | Position title (required) | Business phone number (required) | Business phone number extension | Email (required) | Alternate phone number | Alternate phone number extension | Fax number |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|--------------------------|------------------------|----------------------------------|------------|
| Chen | Clara | Chief Financial Officer | 905-695-1181 | N/A | clarac@tianbaotravel.com | 416-953-3821 | N/A | N/A |

Primary contact for the organization(s)

Check if the primary contact is same as the certifier

Table 6: Primary contact information

| Last name (required) | First name (required) | Position title (required) | Business phone number (required) | Business phone number extension | Email (required) | Alternate phone number | Alternate phone number extension | Fax number |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|--------------------------|------------------------|----------------------------------|------------|
| Chen | Clara | Chief Financial Officer | 905-695-1181 | N/A | clarac@tianbaotravel.com | 416-953-3821 | N/A | N/A |

Compliance questions

Customer Service Standards

Is your organization in compliance with all applicable requirements of the Customer Service Standards? Yes No

Resources for Question 1

- Read Ontario Regulation 191/11, Part IV.2: Customer Service Standards (<https://www.ontario.ca/laws/regulation/110191#BK148> ↗)
- Learn more about your requirements for question 1 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7> ↗)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125> ↗)

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| Comments for Question (Please provide additional details to support your answer) |
| N/A |