

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 | 50+ 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 | Icon Digital Productions Inc. | 195 | 124104282 | Icon Digital Productions Inc. | 31-33 - Manufacturing | 323 - Printing and Related Support Activities | 3231 - Printing and Related Support Activities |

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 | Icon Digital Productions Inc. | 7495 Birchmount Rd | N/A | Markham | ON (Ontario) | L3R 5G2 | 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 | Icon Digital Productions Inc. | 7495 Birchmount Rd | N/A | Markham | ON (Ontario) | L3R 5G2 | 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) _____2026-03-09_____

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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|----------------------|------------------------|----------------------------------|------------|
| Christopoulos | Alex | Chief Executive Officer | 905-889-2800 | 230 | alex@icondigital.com | 416-720-8764 | 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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|--------------------------|------------------------|----------------------------------|------------|
| Chim | Amy | Executive Director | 905-889-2800 | 228 | amy.chim@icondigital.com | 416-543-3206 | N/A | N/A |

Compliance questions

General Section

Is your organization in compliance with all applicable requirements of the General Section? Yes No

Resources for Question

- Read Ontario Regulation 191/11, Part I: General (<https://www.ontario.ca/laws/regulation/110191#BK0>)
- Learn more about your requirements for question 1 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations>)
- Accessibility Policy Sample (<https://forms.mgcs.gov.on.ca/dataset/on00090>)
- Sample Multi-year Plan Template (<https://forms.mgcs.gov.on.ca/dataset/on00091>)
- Accessibility Training Requirements Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00092>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

Comments for Question (Please provide additional details to support your answer)

N/A

Information and Communications Standards

Is your organization in compliance with all applicable requirements of the Information and Communications Standards? Yes No

Resources for Question

- Read Ontario Regulation 191/11, Part II: Information and Communications Standards (<https://www.ontario.ca/laws/regulation/110191#BK8>)
- Accessible Educational and Training Resources and Materials Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00119>)
- World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 (<https://www.w3.org/WAI/standards-guidelines/wcag/>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

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

Employment Standards

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

Resources for Question

- Read Ontario Regulation 191/11, Part III: Employment Standards (<https://www.ontario.ca/laws/regulation/110191#BK20>)
- Learn more about your requirements for question 3 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-8>)
- Sample Return to Work Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0047>)
- Sample Accommodation Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0048>)
- Providing Accessible Emergency Information to Staff (<https://forms.mgcs.gov.on.ca/dataset/on00032>)

- Accessible Recruitment Process (<https://forms.mgcs.gov.on.ca/dataset/on00031>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

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

Transportation Standards

- Does your organization provide transportation services, either directly or through a third party? Yes No

Resources for Question

- Read Ontario Regulation 191/11, Part IV: Transportation Standards (<https://www.ontario.ca/laws/regulation/110191#BK34>)
- Learn more about your requirements for question 4 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-10>)
- Transportation Standards Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00336>)

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

Design of Public Spaces Standards

Is your organization in compliance with all applicable requirements of the Design of Public Spaces Standards? Yes No

Resources for Question

- Read Ontario Regulation 191/11, Part IV.1: Design of Public Spaces Standards (<https://www.ontario.ca/laws/regulation/110191#BK91>)
- Learn more about the requirements for Question 5 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-11>)
- Design of Public Spaces Standards (DOPS) Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00335>)

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

Customer Service Standards

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

Resources for Question

- 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 6 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

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