



Barristers, Solicitors, Notaries

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INCORPORATION CHECKLIST

(Corporation with SHARE Capital)

Type of Business to
be carried on by the
Corporation:

Incorporation instructions – Please check or write in as appropriate

1. JURISDICTION:

(Form – 1 Initial Notice) Ontario _____

(Form – 2 Initial Notice) Federal _____

In which province(s) does a licence need to be obtained:

NS	NB	NL	PE	QC
ON	MB	SK	AB	BC

2. DESIRED NAME:

3. WHEN TO INCORPORATE: ASAP or Other

4. HEAD OFFICE:

Address:

Telephone No.

E-Mail Address:

Contact Person:

5. DIRECTORS:

Name:

Address:

6. OFFICERS: (these are examples – do not need to have all – should have at least President & Secretary)

Office Title: **Name:**

President:

Vice-President:

Secretary:

Treasurer:

Other:

7. ACCOUNTANT / AUDITOR: Accountant or Auditor

Name:

Firm Name:

Address:

Phone:

Fax:

Email

8. AUTHORIZED CAPITAL: (we will speak to your accountant about this unless you instruct us not to)

Common (unlimited number or)

Non-Voting Special (unlimited number or)

Voting Special (unlimited number or)

Class " " (unlimited number or)

(voting or non-voting)

(other attributes:)

"Rollover" Shares (unlimited number or)

(voting or non-voting)

Other:

9. ISSUED CAPITAL:

Shareholder	Class of Shares	Number	Price Paid
_____	_____	_____	_____ per share
_____	_____	_____	_____ per share
_____	_____	_____	_____ per share
_____	_____	_____	_____ per share
_____	_____	_____	_____ per share

10. BANK:

Name:

Branch:

Address:

Telephone:

Fax:

Signing Officers:

11. FISCAL YEAR END: _____

(If you don't know, should I contact your accountant? Yes _____ or No _____)

12. SIGNING OFFICERS ON CONTRACTS: _____

13. SHAREHOLDERS AGREEMENT:

(If more than 1 shareholder, and not just husband and wife as shareholders, shareholders agreement recommended) yes _____ or no _____

If yes, we will send you out a Questionnaire

14. ORDER: Minute Book (RECOMMEND)

Corporate Seal (NOT NECESSARY)

15. WOULD YOU LIKE US TO KEEP THE MINUTE BOOK AND PREPARE ANNUAL MINUTES FOR YOU: yes _____ (RECOMMEND) or no _____

Please note that we do not contact Canada Revenue Agency to order HST and/or Business Numbers for Corporations