

## INCORPORATION AND ORGANIZATION CHECKLIST

Confirm Client ID verified (require 2 pieces of Government ID – at least one photo) – **scan and send** – to be verified upon meeting.

Contact Person: \_\_\_\_\_

Clauses for Articles (check all if they apply; default is all):

- No restrictions on business;
- unlimited # of common shares authorized;
- 1 vote/share,
- equal split on dissolution;
- no transfer of shares without directors' consent
- Other?: \_\_\_\_\_

Jurisdiction (default is Ontario) \_\_\_\_\_

Future Date Required or Immediate Incorporation? \_\_\_\_\_

<input type="checkbox"/>	Corporate Name Required: Proposed Corporate Name (if applicable) _____  Alternate Proposed Corporate Name _____
<b>OR</b>	
<input type="checkbox"/>	Number Name

Shareholders:

Name	# of shares	Type of shares	Nominal price/share

Directors:

Name	CONFIRM Each Director is:			Address
	Over Age 18	Resident Canadian	Not Bankrupt or Mentally Incapable	

Floating Board of Directors (Default is 1-10): \_\_\_\_\_

Officers:

Name	Position	Address

- Accountant for the Corporation (if available): \_\_\_\_\_
- Corporation to be Exempt from Audit Requirements (default=yes)? \_\_\_\_\_
- Fiscal Year End (get from accountant or can be decided later) \_\_\_\_\_
- Bank (if available): \_\_\_\_\_
- Banking Resolutions Discussed (client to obtain and forward if required)
- Signing Officer(s)/Authority for Contracts, Instruments, etc.: \_\_\_\_\_  
\_\_\_\_\_
- Registered Office Address: \_\_\_\_\_
- Business Activity \_\_\_\_\_
- Order Minute Book? (highly recommended) \_\_\_\_\_
- Order Corporate Seal (not required, no longer customarily obtained) \_\_\_\_\_
- Discuss shareholders agreement (if multiple shareholders)
- Discuss Annual Resolutions requirement

<u>Approximate Fees and Disbursements</u>	
Legal Fees (Standard Incorporation):	\$900.00
Registration/Government Fees:	Articles of Incorporation: \$340.00 (Online Only) NUANS (If named corporation): \$60.00 each Form 1 – Initial Corporate Return: \$20.00
Office Disbursements (Couriers/Postage)	\$40.00
Database Software:	\$60.00
Minute Book, Inserts, Share Certificates, Ledgers and Registers:	\$100.00
<b><i>TOTAL</i></b>	<b><i>\$1520.00</i></b>
ADDITIONAL OPTIONS:	
<b>Additional Share Classes (optional)</b>	<b>\$95.00 each</b>
Corporate Seal (optional)	\$70.00

\*Plus HST (where applicable)