
CHECKLIST OF INFORMATION REQUIRED TO INCORPORATE

Choice of Jurisdiction: *Business Corporations Act of Ontario / Canada*

Name of Corporation

Is the corporation to be a numbered corporation? Yes ___ No ___

If no, what name would you like to us?

1. _____
2. _____
3. _____

Will the corporation be operating under a trade name? Yes ___ No ___

If yes, you will need to reserve the trade name. What is the proposed trade name?

Registered & Records Office Address:

Registered Office:

Records Office:

DIRECTORS:

NOTE: At least one-half of the directors must be Canadian residents.

Name: _____

Address (including postal code):

Occupation: _____ Resident Canadian? Yes ___ /No _____

Name: _____

Address (including postal code):

Occupation: _____ Resident Canadian? Yes ___ /No _____

Name: _____

Address (including postal code):

Occupation: _____ Resident Canadian? Yes ___ /No _____

OFFICERS:

Name: _____ Office Held: _____

Address (including postal code):

Name: _____ Office Held: _____

Address (including postal code):

Name: _____ Office Held: _____

Address (including postal code):

SHAREHOLDERS:

Name: _____ Occupation: _____

Address (including postal code):

Number & class of shares to be issued: _____ Subscription Price: _____

Name: _____ Occupation: _____

Address (including postal code):

Number & class of shares to be issued: _____ Subscription Price: _____

Name: _____ Occupation: _____

Address (including postal code):

Number & class of shares to be issued: _____ Subscription Price: _____

CORPORATE SEAL:

A corporate seal is generally not required, however you may find it convenient to have one for purposes of Land Registry offices. Also, some banks still require documents to be sealed.

APPOINTMENT OF AUDITOR:

Privately owned companies have the option not to appoint an auditor and may, by resolution of all of the shareholders (including those holding non-voting shares) waive the audit requirement.

Will you be waiving the audit requirement? Yes ___ No ___

If no, name of auditor: _____

DATE OF FISCAL YEAR END: _____ *(if known)*

CONTRACT SIGNING AUTHORITY:

What officers or individuals will be empowered to sign documents on behalf of the corporation?

Will one signature be sufficient? Yes ___ No ___ If no, provide details

BANKING:

Name of Bank: _____
Address of Bank: _____
Signing Authority: _____

MISCELLANEOUS:

Will the chairman have the casting vote in the case of a tie at meetings of directors?

Yes ___ No ___

Has the corporation entered into any pre-incorporation contracts? Yes ___

No ___

Do the shareholders wish to provide for a lien on shares for a debt owed by a shareholder to the corporation? Yes ___ No ___

ANY ADDITIONAL INFORMATION, IF ANY:

