

Incorporation Checklist

In order for us to help you in the incorporation of your company, kindly complete this form to the best of your knowledge and return it to us.



CORPORATION NAME

Please select if you wish to have a numbered corporation (Eg. 1234567 Ontario Inc.) or a name corporation (Eg. ABC Consulting Inc.)

Check for Numbered Corporation

Check for Name Corporation

If you would like a named corporation - Please provide 3 potential names given in sequence of preference:

Potential Names:
1 _____
2 _____
3 _____

CORPORATION ADDRESS

Please provide the address of the head office of the Corporation.
If the mailing address is different, please specify.

Phone _____
Cāā!^•• _____
Province _____ Postal Code _____

MAILING ADDRESS

If the mailing address is different, please specify below.

Same as Corporation
Phone _____
Cāā!^•• _____
Province _____ Postal Code _____
E-Mail _____

OFFICER

Names of Officers - You must have a President and Secretary (they can be the same person)

President _____
V President _____
Secretary _____
Treasurer _____
Other _____

DIRECTORS OF THE CORPORATION

Please provide the name(s) of the director(s) and address

Director 1:

Name _____
Phone _____
Cāā!^•• _____
Province _____ Postal Code _____

Director 2:

Name _____
Phone _____
Cāā!^•• _____
Province _____ Postal Code _____

If you have additional directors please indicate under other details on Pg.2

JURISDICTION

Jurisdiction _____

CORPORATIONS YEAR-END

Provide when your corporations year end should be (Eg. July 31)

Year End Date _____ MM / DD / YY

CORPORATION FINANCIAL INSTITUTION

Please provide the name and address of your corporations financial institution.AA

Bank Institution _____
Phone _____
Address _____
Province _____ Postal Code _____

Contact
Email: _____
Phone _____

SHAREHOLDER DETAILS

Shareholder Name	Address	Class	Number of Shares
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AUTHORIZED SHARE CLASSES

OTHER DETAILS

Please provide any other important details:
