



INCORPORATION CHECKLIST

CHOOSE NAME OR NUMBER

- If you are incorporating your main operating company, you want to find a name, like Smith's Convenience Store Ltd or Blue Sky Plumbing Inc. You must add Inc, Corp, Corporation, Ltd, or Limited to the end of the name.
- If this is a holding company, then you should opt for a numbered Company (i.e. 4454454 Manitoba Ltd.). This option gets you incorporated faster.

NAME SHAREHOLDERS

- The person(s) who controls the company will own Common Voting Shares. If you and someone else will operate the company, then you will split the Common Voting shares. You can share 50/50, 60/40, or 75/25.
- If you operate alone, you may still wish to add your spouse or adult children as non-voting shareholders. This will permit income splitting.

APPOINT DIRECTORS

- The shareholders who run the company will appoint themselves as directors. Appoint Officers
- If you operate alone, you will appoint yourself President/Secretary. If you are more than one, then you must choose who will be President and who will be Secretary. If there are more than two, you can add Vice-President and Treasurer. In small Corporations, Officers and Directors fill the same roles. They run the company.

CONSULT ACCOUNTANT

- You should not incorporate without speaking to your accountant first. Your accountant will know if you generate enough cash to make it financially feasible.

INCORPORATION CHECKLIST

Name of Company: _____ or Numbered Company

Shareholders:

Name	Number of Shares	Voting/Non-Voting

Directors:

Officers: Office positions include: President/Secretary, President, Secretary, Vice- President, and Treasurer.

Name	Office

Accountant Name: _____ Year End: _____