

## 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 Canada Inc.) or a name corporation (Eg. Rachel 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

### MAILING ADDRESS

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

If the mailing address is different specify below  
Same as Corporation ☐

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

## DIRECTORS OF THE CORPORATION

Please provide the following information of the director(s) and address

### Director: 1

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

SIN \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**What is your residency status in Canada?**

☐ Citizenship ☐ PR Card ☐ Foreigner

### Director: 2

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

SIN \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**What is your residency status in Canada?**

☐ Citizenship ☐ PR Card ☐ Foreigner

If you have additional directors, please indicate under heading **other details**.

## Officer

**Name of officers-you must have a President Secretary (they can be the same person)**

President \_\_\_\_\_

V President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Other \_\_\_\_\_

## Major Business Activity

**What is your major business activity?**

## OTHER DETAILS

Please provide any other important details:

## SHAREHOLDER DETAILS

Shareholder Name	Address	Class	Number of Shares

## AUTHORIZED SHARE CLASSES

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