

## Information Required to Incorporate a Corporation in Ontario

### CLIENT IDENTIFICATION

**Have we previously represented you in other matters?** No\_\_\_\_ Yes\_\_\_\_  
 ( if yes please skip to Corporate Application section)

<b>Name of Applicant</b>	<b>First:</b>	<b>Middle:</b>	<b>Last:</b>
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<b>Address:</b>	<b>City:</b>	<b>Postal Code:</b>
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<b>Home Phone Number:</b>	<b>Business:</b>
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<b>Cell Phone Number:</b>	<b>Email:</b>
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<b>Are you acting on behalf of a corporation or as an individual?</b> <i>(i.e. Is this a subsidiary of an existing corporation?)</i>	Corporation                      Individual  _____ Existing Corporation's Name
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### CORPORATE APPLICATION

<b>Will this corporation be an Operating or a Holding company?</b>	
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<b>Will this be an Ontario or Federal company?</b>	
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<b>What will the address of the corporation's head office be?</b> <i>(This is where legal notices will be sent.)</i>	Same as above: ____  <b>Suite:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>Postal Code:</b> _____ <b>Telephone:</b> _____
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<b>Would you like a numbered name or a distinctive name?</b>	Numbered <i>if yes, do you intend to operate using a trade name?</i> No____ Yes____ _____  Distinctive Corporate Name <i>if yes, answer the next three steps</i>
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<p><b>What would you like the Descriptive element of the name to be?</b> <i>(Required)</i></p>	<p>The Descriptive Element describes the general nature of the nature of the business of the organization. Cannot be deceiving or misleading. <i>Examples: Roofing; Manufacturing; Consulting</i></p> <p>_____</p>
<p><b>What would you like the Distinctive element of the name to be?</b> <i>(Recommended)</i></p>	<p>Distinctive Element is the unique identifier of the corporate name. It may be a commonly used word or a new word or a geographic term.</p> <p>Not absolutely required but helps to get name approved by improving the “distinctiveness” of the name. <i>Examples: ‘Morgan’ in Morgan Roofing, Inc. Or ‘Blackberry’ as RIM’s operating trademark.</i></p> <p>_____</p>
<p><b>Choose the legal element for your name.</b> <i>(Required)</i></p>	<p>A Legal Element indicates the status of the organization as an incorporated body.</p>
<p><b>Combining the 3 elements, what are the top three names to be searched to ensure that the name is unique?</b></p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p><i>Print using Capital and smaller case letters.</i></p>
<p><b>Directors, Officers &amp; Shareholders</b></p>	
<p><b>What are the full names and addresses of all of the Directors, Officers and/or Shareholders?</b> <i>Usually first Directors are also Officers (President, Secretary, etc.) – please indicate which</i></p>	<p><b>1) Full Legal Name:</b>  <b>First:</b> _____ <b>Middle:</b> _____ <b>Last:</b> _____  <b>Address:</b> _____  <b>City:</b> _____  <b>Postal Code:</b> _____  <b>Director:</b> No___ Yes___  <b>Officer:</b> No___ Yes___ <b>Position:</b> _____  <b>Voting Shareholder:</b> No___ Yes___  <b>Non-Voting Shareholder:</b> No___ Yes___</p>

position they will hold.

**2) Full Legal Name:**

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

*Please have all the directors sign a copy of the attached consent to act as director and return them back to our office to be included in your minute book.*

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Director:** No\_\_\_ Yes\_\_\_

**Officer:** No\_\_\_ Yes\_\_\_ **Position:** \_\_\_\_\_

**Voting Shareholder:** No\_\_\_ Yes\_\_\_

**Non-Voting Shareholder:** No\_\_\_ Yes\_\_\_

**What are the full names and addresses of all the persons who are to be Directors, Officers or Shareholders?**

**3) Full Legal Name:**

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Director:** No\_\_\_ Yes\_\_\_

**Officer:** No\_\_\_ Yes\_\_\_ **Position:** \_\_\_\_\_

**Voting Shareholder:** No\_\_\_ Yes\_\_\_

**Non-Voting Shareholder:** No\_\_\_ Yes\_\_\_

*Usually first Directors are also Officers (President, Secretary, etc.) – please indicate which position they will hold.*

**4) Full Legal Name:**

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Director:** No\_\_\_ Yes\_\_\_

**Officer:** No\_\_\_ Yes\_\_\_ **Position:** \_\_\_\_\_

**Voting Shareholder:** No\_\_\_ Yes\_\_\_

**Non-Voting Shareholder:** No\_\_\_ Yes\_\_\_

	<p><b>5) Full Legal Name:</b>  <b>First:</b> _____ <b>Middle:</b> _____ <b>Last:</b> _____  <b>Address:</b> _____  <b>City:</b> _____  <b>Postal Code:</b> _____  <b>Director:</b> No___ Yes___</p>
	<p><b>Officer:</b> No___ Yes___ <b>Position:</b> _____  <b>Voting Shareholder:</b> No___ Yes___  <b>Non-Voting Shareholder:</b> No___ Yes___</p>
	<p><b>6) Full Legal Name:</b>  <b>First:</b> _____ <b>Middle:</b> _____ <b>Last:</b> _____  <b>Address:</b> _____  <b>City:</b> _____  <b>Postal Code:</b> _____  <b>Director:</b> No___ Yes___  <b>Officer:</b> No___ Yes___ <b>Position:</b> _____  <b>Voting Shareholder:</b> No___ Yes___  <b>Non-Voting Shareholder:</b> No___ Yes___</p>

**OTHER KEY INFORMATION**

<b>Are there any business areas or activities that you want to restrict the corporation from entering?</b>	
<b>Will all shareholders receive dividends equally at the same time?</b>	
<b>Are there any restrictions on issue, transfer or ownership of shares?</b>	
<b>Is there a deadline for the date of incorporation?</b>	No: ___ Yes: ___ <i>if yes, Date:</i> _____
<b>Would you like us to hold your minute book at our office?</b>	Yes: ___ No: ___

<b>Where do you intend to bank?</b>	
<b>Who is your Corporate Accountant/Bookkeeper?</b>	<b>Name:</b> <b>Phone Number:</b>
<b>When would you like your Fiscal Year End?</b>	

<b>INCORPORATION PACKAGES</b>	
<p><b>Which package would you like to purchase?</b></p> <p><i>(please circle one)</i></p>	<p>There are five (5) options for Incorporation Packages:</p> <ol style="list-style-type: none"> <li><b>1.</b> Our Basic Incorporation Package fee is \$1,000 + HST for a brand new company, which includes – one (1) NUANS Search, Application Preparation, Application Fee, as well as a 30-Minute Telephone Consultation with Lawyer (to determine the appropriate capital structure). Additional NUANS Searches will incur a fee of \$75.00 per name.</li> <li><b>2.</b> Our Basic Incorporation Package + Order/Preparation of Minute Book, Initial Resolutions and By-Laws; fee is \$1,350.00 + HST.</li> <li><b>3.</b> The RUSH Basic Incorporation Package + Minute Book, Initial Resolutions and By-Laws, with a guaranteed turnaround of 48-hours fee is \$1,475.00 + HST.</li> <li><b>4.</b> Our Incorporation Package for an existing sole proprietorship is \$1,600.00 + HST, which includes – One (1) NUANS Search, Application Preparation, Application Fee, 30-Minute Telephone Consultation with Lawyer (to determine appropriate capital structure), Minute Book, Initial Resolutions and Bylaws, and the transfer of one (1) trade name to the corporation. Additional transfers of trade names will incur a fee of \$250.00 per transfer. Additional NUANS Searches will incur a fee of \$75.00 per name. If there are assets to be transferred from the sole proprietor to the new incorporation, an additional fee of \$375.00.</li> </ol>

	<b>5. Our RUSH Sole Proprietorship Incorporation Package including everything listed in #4, with a guaranteed turnaround of 72-hours is \$1,750.00 + HST.</b>
<b>Would you like us to apply for your CRA Business Number (BN) to create payroll and HST accounts?</b> <i>(\$75.00 fee)</i>	Yes: ____ No: ____
<b>Would you like us to maintain your minute book by annually completing minutes and resolutions?</b> <i>(\$225.00 + HST)</i>	Yes: ____ No: ____

**Directions:** Please download the form, save it to your desktop and then send it back via email to [jessica@andreaparliament.com](mailto:jessica@andreaparliament.com). This form contains personal information. For those not comfortable with email, the following more secure options are available:

- Fax this form to our office at (289) 337-8253;
- Mail or drop it off at Unit 101, 2289 Fairview Street, Burlington ON L7R 2E3;
- Call our office at (289) 337-8212 and we will send you an electronic copy with a unique password.