



Incorporation Checklist

- Would you like name or numbered company?
 - o If name - please provide us with 3 choices
 - o Must end with Ltd, Corp or Inc - please choose one

Example: Big Idea Advertising Ltd. or 654321 Ontario Inc.
- Registered address for the company
- Number of shareholders
 - o their name, address and date of birth
- Who will have voting shares
 - o Choose 1 or 2 directors
 - o Please provide their SIN #
- GST- choose quarterly or annual Estimate of annual sales
- % for directors (optional)
- *Estimate of earnings for any employee or non incorporated subcontractor*



New-Incorporation Questionnaire

Date	
Referred By	
Numbered or Named Company?	
Federal or Provincial Corp.?	
Jurisdiction of Incorporation	Province:
Business Description	
If NAMED COMPANY, please provide 3 name options in order of preference. Please specify if you prefer LTD., INC., Corp., Limited, Incorporated or Corporation at end of the name.	
#1	
#2	
#3	

Registered Address & Phone # (where annual returns and Alberta Registry correspondence will be mailed)	
Records Address & Phone # (where the minute book and records will be kept)	

PRINCIPAL'S INFORMATION:

#1	
Last Name	
First Name	
Occupation	
SIN	
D.O.B	
Address	
City and Postal Code	
Country of Residence	
Email	
Phone	
Shareholder? (If yes, please include Class and # of shares)	Class of Shares:
	Number of Shares: Price per Share:
Director?	
Officer? (If yes, please include your Title)	Title:

#2	
Last Name	
First Name	
Occupation	
SIN	
D.O.B	
Address	
City and Postal Code	
Country of Residence	
Email	
Phone	
Shareholder? (If yes, please include Class and # of shares)	Class of Shares:
	Number of Shares: Price per Share:
Director?	
Officer? (If yes, please include your Title)	
	Title:
#3	
Last Name	
First Name	
Occupation	
SIN	
DOB	
Address	
City and Postal Code	
Country of Residence	
Email	
Phone	
Shareholder? (If yes, please include Class and # of shares)	Class of Shares:
	Number of Shares: Price per Share:
Director?	
Officer? (If yes, please include your Title)	
	Title:

#4	
Last Name	
First Name	
Occupation	
SIN	
DOB	
Address	
City and Postal Code	
Country of Residence	
Email	
Phone	
Shareholder? (If yes, please include Class and # of Shares)	Class of Shares:
	Number of Shares: Price per Share:
Director?	
Officer? (If yes, please include your Title)	
	Title:

Corporate Year End Date	
Do you require any of the following?	
CRA Business Number	
GST Number	
Payroll Number	
Import / Export Number	

I authorize Taxeveryday to incorporate a company with the information that is contained in this document. I have reviewed all the information and agree that it is correct and complete and that it describes the corporation details that I require for the setup of my new corporation.

Signature

Date