

INCORPORATION INFORMATION CHECKLIST

Responsible Lawyer: _____ Date: _____ File: _____

1. Contact Information

Contact Name: _____

Address: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Cell Number: _____

Contact Email Address: _____

2. Billing Information: (If different than corresponding information)

Contact Name: _____

Address: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

3. Name of limited corporation: (The name of every corporation shall end with the word "Limited", "Limitée", "Incorporated", "Incorporée" or "Corporation" or the abbreviation "Ltd.", "Ltée", "Inc." or "Corp.):

Prefer to use a numbered limited corporation? (If yes proceed to #5) Yes No

4. The name that a business uses to identify itself to its customers and the rest of the world is important because it serves to distinguish itself from its competitors. Please insure your name is distinctive and descriptive.

First Choice: _____

Please provide an alternate choice should your first choice be unavailable. Please use a different descriptive element than your first choice (example: First choice: "Chirpy's Fantastic Birdhouses Ltd." Second choice: "Tom's Famous Homemade Birdhouses Ltd.")

Alternative Choice: _____

5. Nature of Business:

Description of Business: _____

Restrictions on Business (if any): _____

6. Registered & Records Address: (Standard is Court & Stults)

Use Standard Registered & Records Address: Yes

Registered Office Address (if different than Court & Stults):

Records Address (if different than Court & Stults):

7. Shareholders: (NOTE: Shareholders assumed to be beneficial owners and subscriptions paid in cash unless otherwise detailed.)

Full Name and Address	Voting or Non-Voting Shares

8. Directors:

Full Name (include first name, middle initial and surname)	Residential Address	Resident Canadian (yes or no)

9. Officers: (officers do not have to be directors):

Full Name (include first name, middle initial and surname)	Residential Address (if known)	Office Held
		President
		Secretary
		Treasurer

Questions / Comments:
