

Checklist For Incorporation Of Business

a) Business information

- Type of structure (Corporation, Partnership or other)
- Jurisdiction (Federal/Provincial)
- Proposed name(s) (two or three names in the order of preference)
- Proposed business activity
- Proposed registered address

b) Directors/Shareholders documents

- Name of director(s) with ID proof
- Name of shareholder(s) with ID proof
- Phone no.
- Email id

c) Other information

- Yearly closing date
- GST filing frequency- annually, quarterly, monthly

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