## **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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