



Business Registration, Changes Authorization & Service Form

Corporation: Business name for Corporation Sole Proprietorship:

** Please Choose only one of above **

Proposed Business Name: 1-

Incorporators: Are you Canadian:

Table with 4 columns: 1-First Name*, 1-Last Name*, 1-SIN Number*, 1-Phone Number*. Includes 3/Home Address* and 3/Email* fields.

Table with 4 columns: 2-First Name, 2-Last Name, 2-SIN Number, 2-Date of Birth. Includes 4/Home Address, 4/Email, and Phone Number fields.

Directors:

President: Secretary:

Business address*:

Table with 4 columns: Street, City, Province, Postal Code.

Nature of Business*:

Business Nature: Details of Goods & Services:

Are you applying for:

Table with 5 columns: Business #, G.S.T. #, Payroll #, Minute Book \$200, Initial Return: \$60.

Accounting & Payroll Services Agreement:

Table with 5 columns: Accounting Per Month, Payroll, HST Filing, Corporate Tax, Mailing Address fee \$120.

1- Copy of Driver's License 1:

2- Copy of Driver's License 2:

Please consider some bookkeeping requirements in the back of this application. Signature of

Directors* Date* :

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1. Sales have to be invoiced in Client Name, showing the date, invoice amount and Business HST Number
2. All collected funds from sales either cheques or cash etc. must be deposited in business account.
3. Monthly Bank Statements must be identified deposits either received from sales or other type of deposits
4. Completed Federal / Ontario TD1 is necessary for employee payments in order calculating " Source Decoctions".

You are required to inform us your employee payments either Biweekly/Monthly payments in writing or by email.

5. In order to protect the employees and the business from accidents in your workplace, you are required to apply for " WSIB".
6. For your business HST filing, provide us the sales invoices, business expenses documents showing the HST amounts.
7. If you need to be paid by the business as an owner, inform us your salary in Bi-weekly /Monthly basis to calculate the " Source Deductions.
8. Source Deductions are required to be paid to the " Receiver General" not later than within the 15 days of the subsequent month.
9. According to Revenue Canada, all corporation have to file their annual corporation tax at the end business fiscal year end.
10. As a general rule, CRA requires, you keep all of the records and supporting documents that are required to determine your tax obligations and entitlements for a period of **six years**.
11. **For more corporation requirements you may visit Revenue Canada website @**

<http://www.cra-arc.gc.ca/menu-eng.html>

Signature of Directors

Date:

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Some Differences Between Ontario and Federal Incorporation:

ONTARIO INCOPORATION ADVANTAGES	FEDERAL INCORPORATION ADVANTAGES
<p>Some advantages of incorporating under the Ontario Business Corporations Act are:</p> <ul style="list-style-type: none"> • Name selection is self-policing • Name only needs to be available under Ontario laws • Faster incorporation turnaround time (real time available) • No government fee for Form 1 filings under the Corporations Information Act (Initial Return, Notice of Change, and Annual Return) 	<p>Some advantages of incorporating under the Canada Business Corporations Act are:</p> <ul style="list-style-type: none"> • Name decision by government examiners based on availability across Canada • Enhanced name protection • Increased global recognition of deferral charter • Ability to register in every province • Lower government incorporation fee
DISADVANTAGES	DISADVANTAGES
<p>Some disadvantages include:</p> <ul style="list-style-type: none"> • Higher government incorporation fee 	<p>Some disadvantages are:</p> <ul style="list-style-type: none"> • Finding an available name is more difficult • Name decision made by government examiners • Longer processing time (1-2 days) • Government fees associated with annual filings