

1. Before you apply

- ☐ Complete the incorporation first, federally or provincially.
- ☐ Confirm a registered office street address in that jurisdiction, not a PO box.
- ☐ Decide which province or provinces you will actually operate in.
- ☐ Have the NUANS or name search report on file.

2. Documents to gather

- ☐ Certificate or Articles of Incorporation.
- ☐ Director and officer details.
- ☐ Valid government-issued ID for the applicant.
- ☐ Corporate resolution authorising the application.
- ☐ Completed Form RC1 if applying by mail or fax.

3. Choose your program accounts up front

- ☐ GST/HST if Canadian taxable sales will exceed \$30,000 a year.
- ☐ Payroll deductions if anyone will work inside Canada.
- ☐ Corporate income tax, which links to the BN automatically.
- ☐ Import/export if goods will cross the border.
- ☐ Excise duty for alcohol, tobacco and similar products.

4. Pick your filing route

- ☐ Business Registration Online: usually one to three business days.
- ☐ Mail or fax with Form RC1: allow up to two weeks.
- ☐ Use mail only where signed originals are genuinely required.
- ☐ Check current CRA guidance before sending anything by post.

5. Right after the BN arrives

- ☐ Set up My Business Account for electronic filing.
- ☐ Appoint an authorized representative with a RepID.
- ☐ Record the BN and every program account reference.
- ☐ Begin the Canadian bank account application, which takes longest.

6. Keep it current

- ☐ Update the CRA on address, director and ownership changes.
- ☐ Add new program accounts as your activity changes.
- ☐ File annual returns in every jurisdiction you are registered in.
- ☐ Watch for a dormant BN becoming inactive through missed filings.

7. Budget for

- ☐ Government registration fees: \$200 to \$400 one-time.
- ☐ Service fees: from \$300 upward.
- ☐ Ongoing annual compliance: \$100 to \$500.
- ☐ Corporate tax preparation, separately from the above.

Want this handled for you?

Book a free consultation at gondaliyacpa.ca/consultation or email info@gondaliyacpa.ca