Incorporate in Canada as a Non-Resident

Step-by-step checklist for non-resident founders | Open Corporation For $35

1. Before you start

- [ ] Confirm you do not need to relocate. Ownership does not require residency.
- [ ] Decide whether anyone on your board will be resident in Canada.
- [ ] Choose federal or provincial incorporation based on where your first customers will be.
- [ ] Understand that incorporation is separate from any visa or work permit.

2. Company name

- [ ] Prepare two or three name options.
- [ ] Run a NUANS name search, or the provincial equivalent.
- [ ] Check the name is not too similar to an existing business and needs no special permission.
- [ ] Reserve the name while you prepare the filing.

3. Documents to gather

- [ ] Valid passport copy for each director and shareholder.
- [ ] Proof of address outside Canada, such as a utility bill or bank statement.
- [ ] Completed articles of incorporation, federal or provincial.
- [ ] Signed consent forms from each appointed director.

4. Address and directors

- [ ] Arrange a registered office address inside Canada. A post office box will not qualify.
- [ ] Confirm the director residency position for your chosen jurisdiction.
- [ ] If a nominee director is needed, document the terms properly before appointment.
- [ ] Confirm every director is over 18 and not bankrupt.

5. File and register

- ☐ Submit the incorporation application and pay the government fee.
- ☐ File information on individuals with significant control.
- ☐ Apply for your CRA business number once incorporation is confirmed.
- ☐ Register for GST/HST if you will pass the threshold, and for payroll if you will hire.

6. Banking

- ☐ Start the bank conversation the moment the certificate is issued.
- ☐ Have certified identity copies and proof of the registered office ready.
- ☐ Expect Know Your Customer and anti-money laundering checks.
- ☐ Choose a bank familiar with foreign-owned corporations.

7. Keep it compliant

- ☐ Diarise the annual return in every jurisdiction you are registered in.
- ☐ Diarise the T2 corporate tax return, due six months after the fiscal year end.
- ☐ Keep bookkeeping to CRA standards, with a consistent currency conversion policy.
- ☐ File even in a year with no trading. A dormant corporation still has to report.
- ☐ Review withholding on any dividends paid back home, and how the tax treaty applies.

Want this handled end to end?

Book a free consultation at gondaliyacpa.ca/consultation or email info@opencorporationfor35.ca