

1. Confirm what you do not need

- ☐ Permanent residency is not required to own or incorporate.
- ☐ Canadian citizenship is not required.
- ☐ A visit to Canada is not required to incorporate.
- ☐ Foreign owners may hold 100% of the shares outside restricted sectors.

2. Choose the jurisdiction

- ☐ Federal for national reach and nationwide name protection.
- ☐ Provincial for a single market and lower upfront fees.
- ☐ Check the director residency rule in the jurisdiction you pick.
- ☐ Confirm your sector carries no foreign ownership limit.

3. Secure the address

- ☐ A real Canadian street address inside the jurisdiction.
- ☐ A PO box will be rejected.
- ☐ A virtual office service satisfies the requirement.
- ☐ Keep proof of the address on file.

4. Prepare the documents

- ☐ NUANS or provincial name search report.
- ☐ Articles of Incorporation with share structure and directors.
- ☐ Passports or government ID for every director and shareholder.
- ☐ Signed consent forms from each director.
- ☐ A nominee director agreement where one is used.

5. Register with the CRA

- ☐ Apply for the Business Number after incorporation, not before.
- ☐ Add a GST/HST account if Canadian sales will pass \$30,000 in 12 months.
- ☐ Add a payroll account before anyone working in Canada is paid.
- ☐ Add import/export if goods will cross the border.

6. Banking

- ☐ Start the application the day the certificate arrives.
- ☐ Prepare passports, incorporation documents and the BN letter.
- ☐ Expect KYC and anti-money laundering checks.
- ☐ Approach more than one bank; policies on non-resident directors vary.

7. Keep it in good standing

- ☐ File the annual return with Corporations Canada or the provincial registry.
- ☐ File the T2 corporate return on income earned in Canada.
- ☐ Maintain the minute book, bylaws, share register and resolutions.
- ☐ Update the registry when directors, address or ownership change.

Want this handled for you?

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