

Choosing an address that will actually be accepted | Open Corporation For \$35

## 1. Understand what the address is for

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- ☐ It is where government and courts formally reach your company.
- ☐ Legal documents must be capable of being served there.
- ☐ It appears on the public corporate register.
- ☐ It is not the same as your mailing or trading address.

## 2. Rule out what will not work

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- ☐ A P.O. box is not accepted as a registered office.
- ☐ A postal outlet mailbox number is treated the same way.
- ☐ An address outside the jurisdiction of incorporation will fail.
- ☐ An address where nobody can accept documents is a risk.

## 3. Weigh your three real options

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- ☐ Home address: legal, free, but permanently public.
- ☐ Commercial premises: works if you actually have them.
- ☐ Service address: a real street address provided for you.
- ☐ Consider how long the address needs to stay stable.

## 4. Match the address to the jurisdiction

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- ☐ Ontario or federal filings: an Ontario address works.
- ☐ A British Columbia filing needs a BC address.
- ☐ Extra-provincial registration may need an address in that province.
- ☐ Confirm before filing, not after rejection.

## 5. Check the mail handling terms

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- ☐ Is mail scanned, forwarded, or held for collection?
- ☐ How often is forwarding done, and at what cost?
- ☐ Will you be notified when government mail arrives?
- ☐ Is international forwarding available if you are abroad?

# Registered Office Checklist

## 6. Confirm what is actually included

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- ☐ Registered office use for filings.
- ☐ Receipt of legal documents and government correspondence.
- ☐ Mail scanning, forwarding or storage.
- ☐ Ask specifically about anything not listed in the price.

## 7. Treat Google verification separately

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- ☐ Google sets its own rules independently of corporate law.
- ☐ Shared or unstaffed addresses may be refused for a listing.
- ☐ A valid registered office does not guarantee verification.
- ☐ Plan your local SEO on that basis.

## 8. Keep it current

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- ☐ Update the registry promptly if the address changes.
- ☐ A stale address means missed legal notices.
- ☐ Missed notices can lead to default judgments or dissolution.
- ☐ Review the address whenever you renew the service.

### Need a Toronto address?

Book a free consultation at [gondaliyacpa.ca/consultation](https://gondaliyacpa.ca/consultation) or email [info@gondaliyacpa.ca](mailto:info@gondaliyacpa.ca)