

Incorporate in Canada from the UK



Step-by-step checklist for UK 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.

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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