

Virtual Address Checklist



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1. Start with what the address must legally do

- ☐ Satisfy the registered office requirement in your jurisdiction.
- ☐ Receive government mail from CRA and the registry.
- ☐ Accept service of process, meaning formal legal documents.
- ☐ Be a real street address, not a post office box.

2. Confirm the base service in writing

- ☐ Registered office use for filings.
- ☐ Letter mail receipt, scanning and forwarding.
- ☐ Forwarding frequency and whether postage is extra.
- ☐ Notification method when government mail arrives.

3. Treat add-ons as separate purchases

- ☐ Phone answering and receptionist services.
- ☐ Meeting room or boardroom access.
- ☐ Coworking or temporary desk space.
- ☐ Parcel and courier acceptance, which needs a signer.
- ☐ Get each priced separately before you assume it is included.

4. Get the timing right

- ☐ The address can be issued quickly.
- ☐ It becomes your registered office only when a filing names it.
- ☐ Plan around the filing date, not the signup date.
- ☐ Do not update stationery until the filing is accepted.

5. Match the address to the jurisdiction

- ☐ A Toronto address serves Ontario and federal filings.
- ☐ Another province needs an address in that province.
- ☐ Extra-provincial registration may add a further requirement.
- ☐ Federal incorporation does not remove provincial obligations.

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6. Protect your privacy properly

- ☐ Removing a home address from the register needs a filing.
- ☐ Cancelling the old address alone does not update the record.
- ☐ Check the public register afterwards to confirm the change.
- ☐ Old records may persist on third-party sites for some time.

7. Plan the ongoing relationship

- ☐ Make sure someone actually reads what arrives.
- ☐ A claim served at the registered office is legally served.
- ☐ Diarise the renewal so the service never lapses unnoticed.
- ☐ Update the registry before cancelling, never after.

8. Questions to ask any provider

- ☐ Is the address staffed during business hours?
- ☐ How many other companies use the same suite number?
- ☐ What happens to mail if my subscription lapses?
- ☐ Can I get the terms of service in writing before paying?

Need a downtown Toronto address?

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