

The review to run before you file | Open Corporation For \$35

1. Should you incorporate at all?

- ☐ Expected net profit for the year.
- ☐ How much you need to draw personally to live on.
- ☐ Whether you have genuine liability exposure.
- ☐ Whether you expect losses in the first year or two.
- ☐ If profits all go out and there is no liability risk, consider waiting.

2. Choose the jurisdiction

- ☐ Where do your directors actually live?
- ☐ Ontario: no resident director requirement.
- ☐ Federal: 25% of directors must be resident Canadians.
- ☐ Ontario filing fee \$360; federal \$200.
- ☐ Do you need the name protected outside Ontario?

3. Settle the share structure before filing

- ☐ Will anyone other than you hold shares?
- ☐ Might an investor or holding company come in later?
- ☐ One class is fine for a single owner with no plans to change.
- ☐ More than one holder usually means more than one class.
- ☐ Changing this later needs articles of amendment plus a resolution.

4. Confirm the directors

- ☐ At least 18 years old and not bankrupt.
- ☐ Residency checked against the jurisdiction you chose.
- ☐ Consent to act obtained from each one.
- ☐ Conflicts identified before filing rather than after.

CPA Pre-Incorporation Checklist

5. Secure the registered office

- ☐ A real street address in the jurisdiction of incorporation.
- ☐ Not a P.O. box.
- ☐ Somewhere mail is actually collected.
- ☐ An address service works if you have no premises.

6. Build the ISC register

- ☐ Register of individuals with significant control, at 25% or more.
- ☐ Control counts through shares, votes, influence or agreement.
- ☐ The corporation prepares and keeps it, not the registry.
- ☐ Banks routinely ask to see it.

7. Register the CRA accounts

- ☐ RC for corporate income tax.
- ☐ RT for GST/HST once taxable sales pass \$30,000.
- ☐ RP for payroll the moment anyone is paid, including you.
- ☐ RM for import and export if applicable.

8. Diarise the deadlines from day one

- ☐ Ontario annual return: within 60 days of the anniversary.
- ☐ T2 filing: six months after fiscal year end.
- ☐ Balance of tax for a CCPC: three months after year end.
- ☐ Payroll remittances on the schedule CRA assigns.
- ☐ Minute book updated as decisions are made, not at year end.

Want us to run the review with you?

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