Complete Setup Checklist

Opening a Canadian corporation as a non-resident | Open Corporation For $35

1. Confirm eligibility

- [ ] Permanent residency is not required.
- [ ] A visa is not required to incorporate.
- [ ] A visit to Canada is not required.
- [ ] Foreign owners may hold 100% of the shares.
- [ ] Check whether your sector carries ownership limits.

2. Select the structure

- [ ] Corporation: separate legal entity, limits personal liability.
- [ ] Limited partnership: general partners carry full liability.
- [ ] Extra-provincial: registering to operate outside your home province.
- [ ] Most non-residents choose a corporation.

3. Name search

- [ ] Run a NUANS report federally, or the provincial search.
- [ ] Allow 1 to 5 days for the search and approval.
- [ ] A numbered corporation skips this step entirely.
- [ ] The name on the articles must match the approved search exactly.

4. Choose the jurisdiction

- [ ] Federal: nationwide reach and name protection, higher fees.
- [ ] Provincial: one market, often lower fees and simpler rules.
- [ ] Check the director residency rule where you intend to file.
- [ ] Federal filing runs CAD 200 to 250; Ontario about CAD 360.

5. Registered office and directors

- [ ] A real Canadian street address, never a PO box.
- [ ] It must sit inside the jurisdiction of incorporation.
- [ ] Confirm any virtual office service actually qualifies.
- [ ] Appoint directors and obtain their signed consents.

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6. File and register with the CRA

- [ ] File the articles of incorporation online where available.
- [ ] Allow 7 to 14 days for the certificate and Business Number.
- [ ] Add GST/HST once Canadian sales pass $30,000 a year.
- [ ] Add payroll before anyone working in Canada is paid.
- [ ] Consider voluntary GST/HST registration to recover input tax credits.

7. Banking

- [ ] Start the application the day the certificate arrives.
- [ ] Prepare articles, the BN letter, personal ID and proof of address.
- [ ] Budget for a minimum deposit and monthly fees.
- [ ] Approach more than one bank; non-resident policies vary.

8. Keep it in good standing

- [ ] File the annual return every year in every jurisdiction registered.
- [ ] File the T2 corporate return, profit or loss.
- [ ] Keep the minute book, bylaws and share register current.
- [ ] Update the registry when directors or shareholders change.

Want this handled for you?

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