Business Registration Checklist

Open Corporation for $35
Your Startup Partner

Registering a Canadian business as a non-resident | Open Corporation For $35

1. Decide where to register

- [ ] Where do your directors actually live?
- [ ] Federal: 25% of directors must be resident Canadians.
- [ ] Ontario: no resident director requirement.
- [ ] Federal filing fee $200; Ontario $360.
- [ ] Federal protects the name across Canada; Ontario only within Ontario.

2. Prepare before you file

- [ ] Name checked with a NUANS search, valid for 90 days.
- [ ] Business type chosen: corporation or sole proprietorship.
- [ ] Passport and proof of address for each director and shareholder.
- [ ] Directors and share structure settled before filing.

3. Secure the registered office

- [ ] A real street address in the province of registration.
- [ ] Not a foreign address and not a P.O. box.
- [ ] Somewhere mail is actually collected.
- [ ] An address service works if you have no premises.

4. File the incorporation

- [ ] Articles of incorporation: share structure, directors and officers.
- [ ] Filed online with the government fee paid.
- [ ] Certificate and articles kept in the minute book.
- [ ] Share register and corporate records set up as the law requires.

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5. Get the Business Number

- ☐ The BN does not come automatically with the certificate.
- ☐ Apply through Business Registration Online (BRO).
- ☐ Form RC1 by mail or fax if you cannot use BRO.
- ☐ Check whether a BN already exists before applying.

6. Open the CRA program accounts

- ☐ RC for corporate income tax.
- ☐ RT for GST/HST once taxable sales pass $30,000.
- ☐ RP for payroll if you hire employees in Canada.
- ☐ RM for import and export if applicable.
- ☐ GST/HST security deposit checked for a non-resident registrant.

7. Importers only: CBSA and CARM

- ☐ BN obtained first; CBSA registration cannot start without it.
- ☐ CARM Portal account created and verified.
- ☐ Non-Resident Importer documents ready if required.
- ☐ Security deposits budgeted before the first shipment.

8. Diarise the deadlines from day one

- ☐ Annual return filed with the registry every year.
- ☐ T2 filing: six months after fiscal year end, even with no income.
- ☐ GST/HST and payroll filed on the schedule CRA assigns.
- ☐ Extra-provincial registration in each other province you operate in.
- ☐ Director, address and ownership changes reported promptly.

Want us to register it with you?

Book a free consultation at opencorporationfor35.ca/consultation or email info@gondaliyacpa.ca