Non-Resident Registration Checklist

Registering a Canadian business from abroad | Open Corporation For $35

1. Decide before you file

- [ ] Federal or provincial, based on where you will actually trade.
- [ ] Corporation, partnership or branch. Most non-residents choose a corporation.
- [ ] Whether any director will be resident in Canada.
- [ ] Check your sector for foreign ownership restrictions.

2. Secure the address

- [ ] A real Canadian street address in the jurisdiction of incorporation.
- [ ] A PO box will be rejected.
- [ ] A virtual office service satisfies the requirement.
- [ ] Keep proof: lease, utility bill or virtual office contract.

3. Name and documents

- [ ] Run a NUANS report or provincial name search.
- [ ] Prepare Articles of Incorporation with share structure and directors.
- [ ] Collect passports for all directors and shareholders.
- [ ] Obtain signed consent forms from each director.
- [ ] Prepare a power of attorney if someone files on your behalf.

4. File the incorporation

- [ ] Submit online where available, or by mail with the required forms.
- [ ] Federal fee is $200 online; provincial fees run $300 to $400.
- [ ] Allow 7 to 20 days for government processing.
- [ ] Keep the certificate of incorporation safe; you will need it repeatedly.

General information only, not tax, legal or financial advice. Fees and deadlines change. Please confirm your own position with a CPA.

Non-Resident Registration Checklist

Registering a Canadian business from abroad | Open Corporation For $35

5. Register with the CRA

- [ ] Apply for the Business Number after incorporation, not before.
- [ ] Add a GST/HST account if taxable sales will pass $30,000.
- [ ] Add a payroll account before anyone working in Canada is paid.
- [ ] Add import/export if goods will cross the border.

6. Banking

- [ ] Start the application the day the certificate arrives.
- [ ] Prepare passports, incorporation documents and the BN letter.
- [ ] Expect identity checks and possibly an in-person or video meeting.
- [ ] Larger international banks are often easier for non-resident owners.

7. Ongoing every year

- [ ] File the annual return, federally or provincially.
- [ ] File the T2 corporate return on income earned in Canada.
- [ ] File GST/HST returns if registered.
- [ ] Register separately with Revenu Quebec if you trade there.

Want this handled for you?

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

General information only, not tax, legal or financial advice. Fees and deadlines change. Please confirm your own position with a CPA.