Remote Incorporation Checklist

Opening a Canadian corporation from abroad | Open Corporation For $35

1. Confirm you qualify

- [ ] No permanent residency required.
- [ ] No visa required to incorporate.
- [ ] No visit to Canada required.
- [ ] Foreign owners may hold 100% of the shares.
- [ ] Check whether your sector carries ownership limits.

2. Settle the director question

- [ ] British Columbia: no resident director requirement.
- [ ] Alberta: no resident director requirement.
- [ ] Ontario and federal: confirm the current rule before filing.
- [ ] If no rule applies, you avoid the nominee fee entirely.

3. Pick the province

- [ ] Where will you actually carry on business?
- [ ] Ontario for the GTA and central Canada.
- [ ] British Columbia for Vancouver and Pacific trade.
- [ ] Alberta for Calgary and Edmonton.
- [ ] Quebec for Montreal, with its own distinct filing steps.

4. Name search

- [ ] Order the NUANS® report at $25 where required.
- [ ] Ontario requires it; confirm for other provinces.
- [ ] Avoid generic words that get rejected.
- [ ] A numbered corporation skips this step.

Remote Incorporation Checklist

5. Registered office address

- [ ] Must be a real street address inside the jurisdiction.
- [ ] A PO box will be rejected.
- [ ] Address service runs $100 per month if you need one.
- [ ] Available in Toronto, Vancouver, Montreal, Calgary and Edmonton.

6. File and receive documents

- [ ] Complete the incorporation forms online.
- [ ] Pay the $35 service fee plus government filing fees.
- [ ] Most filings complete within one business day.
- [ ] Receive articles and confirmation by email or post.

7. After incorporation

- [ ] Apply for the CRA Business Number.
- [ ] File the initial return confirming company details.
- [ ] Register extra-provincially in any other province you operate in.
- [ ] Start the bank application straight away.

8. Budget for the recurring items

- [ ] Annual return, every year, in every jurisdiction registered.
- [ ] Corporate tax return, due whether or not the company traded.
- [ ] Registered office service, if you have no Canadian address.
- [ ] Annual compliance and tax bundle from $100 per month.

Want this handled for you?

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