



Incorporation Package

Fees for Incorporation

Our \$850.00 package for the incorporation includes:

- Meeting with you or speaking to you by telephone to obtain the information we need to open our file and the basic information required for your incorporation;
- Communicating, where appropriate, with your accountant and others regarding your intentions;
- Discussing with you and obtaining your instructions regarding the jurisdiction of incorporation, Ontario or federal;
- Discussing with you and obtaining your instructions regarding whether to incorporate a numbered company or a company with a name;
- If you opt to incorporate a company with a name, advising you of the process for obtaining name approval and the extra costs involved in this option;
- Drafting an Application for Incorporation;
- Meeting with you to review and sign the Application;
- Submitting the Application to the governmental authorities for approval;
- Dealing with the governmental authorities regarding any problems with the Application;
- Receiving your Articles of Incorporation on issuance;
- Preparing Notarial Copies of your Articles of Incorporation and providing them to you to enable you to open a bank account for the Corporation, obtain a business number, etc.;
- Obtaining a Minute Book and Corporate Seal for your Corporation;
- Drafting all by-laws, resolutions, and minutes required to organize your Corporation and get it operational;
- Preparing all required Share Certificates and Corporate Registers for your Corporation;
- Preparing all required governmental notices relating to names and addresses for directors and officers, registered office for the Corporation, etc.;

- Meeting with you to review, explain and sign your Minute Book and all related documents, including government notices;
- Filing government notices with the appropriate authorities;
- Explaining the process for keeping your Minute Book up-to-date and the importance of doing so;
- Explaining our annual up-date service to you and, where appropriate, having you sign a Corporate Annual Retainer Agreement;
- Drafting and providing to you a report on your incorporation;
- Where appropriate and with your consent, providing a copy of your incorporation report to your accountant and others;
- Generally answering your questions and providing guidance on process.

HST (13%) AND DISBURSEMENTS OF APPROXIMATELY \$600.00 ARE IN ADDITION TO OUR FEES

SERVICES DISPONIBLES EN FRANÇAIS

SEE THE NEXT PAGE FOR FREQUENTLY ASKED QUESTIONS ON REAL ESTATE PURCHASES

Frequently Asked Questions About Incorporations

When we sign our documents will we meet with a lawyer or a para-legal or secretary?

You will meet with a lawyer who will answer any questions that you may have. As a cost-saving measure, allowing us to offer this package, you may meet with a para-legal to sign your Incorporation documents and your Minute Book.

How many times will we have to come into your office?

You will usually have to come to the office at least twice, once to review and sign your Application for Incorporation and once to sign your Minute Book and related documents. We can usually take initial instructions by telephone but are pleased to meet with you for that purpose if you prefer.

Who has to sign the documents?

Only one person needs to sign the Application for Incorporation. However, anyone who is going to be a Director, Officer or Shareholder of the Corporation will have to sign the Minute Book.

What is the process if I want a Corporation with a name?

If you want a company with a name, as opposed to a numbered company, we will discuss the general requirements for a corporate name with you and get a list of names, in order of preference, from you. We will then do preliminary searches on these names to give you a reading on whether or not they are likely to be accepted by the government authorities. If one appears to be acceptable, we will order a formal name search (NUANS). We will review the results of the search, discuss any problems with you, and, if the name still appears to be acceptable, incorporate it into your Application for Incorporation. If the government authorities have problems with the name on submission of the Application for Incorporation, we will deal with them and with you in order to sort them out. In some cases, we will have to choose another name, amend the Application and re-submit it.

What will it cost me extra to incorporate with a name?

Preliminary name searches are free. For each formal name search we order, there is a charge of \$56.44. In many cases, we waive additional fees if the name search process is straightforward and trouble free. In other cases, there will be additional fees which will be dependent on the time that we spend dealing with name issues on your incorporation.

If I incorporate a numbered company, does this preclude me from using a name for my business?

No, it does not. However, in order to do so in Ontario, you are going to have to register a Master Business License which has the effect of informing everyone that your company is using a name, other than a corporate name, for its operations. For example, 123456 Ontario Limited could register to carry on business under the name of "Ace Builders". Thereafter, on certain documents, you would show that you are "123456 Ontario Limited operating as Ace Builders." In other places, such as on marketing materials, you can simply use the name "Ace Builders."

Why would I incorporate a numbered company and then use another name for my operations?

There could be a number of reasons why you would do this. In some cases, the name that you want to use for your operations might not be available to use as a corporate name but might be acceptable as a “trade name.” Your lawyer can explain why this might be the case and also advise you of the risks of proceeding in this fashion. In other cases, you may want to run a number of businesses under your numbered company. Therefore, you may not want to give it a name that would be applicable to only one of those businesses. You may prefer to use a numbered company and then register several Master Business Licenses, for example “Ace Builders”, “Ace Building Cleaners” and “Ace Snow Removal”, under which it would operate.

If I have a company with a name, do I have to operate exclusively under that name?

No, you do not. Just as with a numbered company, you can register a Master Business License in Ontario to allow your named company to operate under another name. For example, you could incorporate under the name of “Dust Family Holdings Inc.” and then use the trade name “Ace Builders” for your operations.

This article is provided for information purposes only. It is not intended as, nor should it be taken as, legal advice. Contact us if you require legal advice on this or any other topic.