



Instructions

Please complete the upcoming questions to the best of your knowledge.

We understand some concepts might be new to you. If you're unsure about any of your responses, please checkmark "I Don't Know" and one of our lawyers will contact you to discuss and advise you directly.

Note, we act on behalf of the Corporation when you engage us to draft this document.

If you wish to work on this form offline, please download the PDF summary [here](#) and return back to complete the form when you are ready.

Disclaimer

All legal services will be performed by Oziel Law. If you are not a client of Oziel Law, you will be asked a couple of questions relating to our engagement prior to submitting this form. Our acceptance of you as a client is subject to our review of your submission and a firm conflict check.

Digital Minute Book for Existing Corporation

In the next couple of questions, we will ask about your business and help guide you through the necessary documentation required for your existing Corporation.

If you're unsure about your answers, don't worry! Complete this questionnaire and we will contact you directly to discuss your circumstance before advising how to proceed.

For additional information look over relevant resources at our [Learn Centre](#).

Please provide the full name of the person completing this form. *

First Name Last Name

Please provide the phone number of the person completing this form. *

Area Code Phone Number

Please provide the email address of the person completing this form. *

example@example.com

Who is our client? *

Person Completing This Form
Third Party

Corporation Being Organized
I Don't Know

Are you an existing Oziel Law client? *

YES
NO

What is the name of the client?

Please identify the individual or corporate client.

Are we allowed to take instructions from the person completing this form? *

YES
NO

Who is permitted to provide us with instructions?

You can provide us with more than one permitted instructor. If you're unsure, just move on to the next question.

When was the Corporation incorporated? *

Less than two (2) years ago

More than two (2) years ago

Because your Corporation has been in existence **for more than two (2) years**, upon review of your documentation, we may determine that certain additional documents may be required. This may result in additional costs - if this is the case, we will be in touch to discuss further before proceeding with your matter.

Choose the jurisdiction of the Corporation. *

- Ontario (Business Corporations Act (Ontario))
- Federal (Canada Business Corporations Act)
- I Don't Know
- Other

Who are the current Director(s) of the Corporation?

A Director is a person who sits on the Board of Directors of the Corporation and acts on behalf of the Shareholders. A Director's responsibilities include overseeing the actions of management and creating the mandate of the Corporation. Directors are appointed by the Shareholders of the Corporation. Note, to find this information you may refer to your Articles of Incorporation. Please provide us with the current Director(s) name, email, address, and confirm whether they are a resident of Canada or not.

Please provide the registered office address of the Corporation. *

Street Address

City

State

Zip Code

Is the mailing address the same as the registered office address? *

- YES
- NO

If not, please provide the mailing address of the Corporation.

Street Address

City

State

Zip Code

Who are the current Shareholder(s) of the Corporation?

A Shareholder "owns" a stake in the Corporation. A Shareholder has rights given by statute and by the type of share that they own in a Corporation. A Shareholder with Common (Voting) Shares are able to elect Directors. Note, you are required to provide the name, email, address, equity in percentage (%), and share class (cmn/other) for each Shareholder

Who are the current Officer(s) of the Corporation?

An Officer is responsible for overseeing the day to day operations of the Corporation. Common examples of Officers include the Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Treasurer, Chief Technology Officer (CTO), and Secretary. Note, you are required to provide the office (designation/dept), name, email and address for each Officer.

Do you require any updates to your existing Corporation?

YES

NO

What information needs to be updated?

Registered Address/ Mailing Address

Directors

Officers

Name of Corporation (additional costs + applicable disbursements)

Classes of Shares

Other

Please provide us with the new name of the Corporation.

Please note, in order to change the **classes of shares** of the Corporation, articles of amendment must be filed with the applicable authorities. The cost for amending articles is not included in our fees for the organization of a minute book. In the next question, please provide additional details regarding your proposed changes and we will be in touch to discuss further.

Please provide us with additional details.

If there was a change of Directors, for example, please inform us of any Directors that have resigned (complete names and cease dates) and/or any newly appointed Directors (complete names and effective dates). If the registered office has changed, please inform us of the new address.

Please select the fiscal year-end date for your Corporation.

December 31st

June 30th

Other

If Other, please select the financial year-end date for your Corporation.



Year Month Day

Who will have the signing authority for cheques? *

Any Director

President / CEO

Secretary

Treasurer/ CFO

Any Officer authorized by a Director resolution

Two Officers or two Directors for cheques over \$5,000.00

Other

If Other, please describe who will have authority to sign cheques on behalf of the Corporation.

Who will have signing authority for contracts/share certificates? *

- ☐ President/ CEO
- ☐ Any one of the President/ CEO , Secretary, Treasurer/ CFO or a Director
- ☐ The President/ CEO and any other person authorized by a resolution
- ☐ Any two of the President/ CEO, Secretary, Treasurer/ CFO or a Director
- ☐ Other

If Other, please describe who will have authority to sign contracts/share certificates on behalf of the Corporation.

What is the name of your Corporate Bank?

Name of the Bank Full Name of the Bank Contact Person

What is the address of your Corporate Bank?

Street Address

City

State

Zip Code

Details of Corporate Accountant

Please specify the full name of the firm or individual auditor Email of Accountant: example@example.com

What is the address of your Corporate Accountant?

Street Address

City

State

Zip Code

Comments

Are there any additional details or special matters that you want to tell us about?