



## Incorporation and Digital Minute Book

In the next couple of questions, we will ask about your business idea and help guide you through the startup and formation of your business.

**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](#).

## 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.

**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

Are you an existing Oziel Law client? \*

YES  
NO

Who is our client? \*

Person Completing This Form

Corporation Being Incorporated

Third Party

I Don't Know

What is the name of the client? \*

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

YES  
NO

No problem!

Continue completing our questionnaire and you will be prompted to provide some additional information to engage our firm prior to submitting this form.

Federal vs Provincial Incorporation

Canadians can incorporate a business under the authority given by legislation passed at the federal level or at the provincial level. Both types of incorporation have unique characteristics and might affect your business in different ways.

| FEDERAL  | PROVINCIAL   |
|--|--|
| Descriptive corporate names that are approved for national use | Corporate names approved for provincial use  |
| Requirement to file an annual return to maintain active status | No annual return, but requirement to file "Notice of Change" to alert the Ministry of changes to a registered office address, directors and officers |
| Easy to register to do business in multiple provinces          | More costly to do business in multiple provinces   |
| Requirement to maintain an Individuals                         | No requirement to maintain an ISC Register   |

|   |  |
|---|--|
| with Significant Control (ISC) Register |  |
|---|--|

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

**Choose the jurisdiction of the Corporation. \***

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

**Do you require a Numbered Company or a Corporate Name? \***

- Corporate Name
- Numbered Company
- I Don't Know

**What abbreviation would you prefer your Numbered Company to be known by?**

**Do you want to trademark your business name or logo? \***

- Yes
- No
- I Don't Know

**Directors, Officers, and Shareholders**

In the next couple of questions, we will ask you about your initial directors, officers, and shareholders of the proposed Corporation.

Keep in mind that in order to incorporate under the Ontario or Federal Legislation, a company must have a minimum of 25% of its directors be Resident Canadian. Typically, a person is a "Resident Canadian" if they live in Canada, have significant ties to Canada, or have permanent residency status. Therefore, if your company will have four or fewer directors, at least one director must be Resident Canadian.

**If you don't meet these requirements, don't worry!** Complete this questionnaire and we will contact you directly to discuss your circumstance before advising on how to proceed.

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

**Please provide the registered office address of the Corporation. \***

Street Address

**Please provide the mailing address of the Corporation.**

Zip Code

Street Address

City

State

Zip Code

**Do you intend on receiving equity financing (investment) in your Corporation? \***

Yes

No

I Don't Know

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

YES

NO

**Do you want share classes other than Common/Voting Shares? \***

Yes\*

\*(Additional Fee of \$250)

No

I Don't Know

**Which custom share classes do you want?**

**Please provide us with the fiscal 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

**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

**What is the address of your Corporate Accountant?**

Street Address

City

State

Zip Code

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

December 31st

June 30th

Other

## Comments

Remember to select the appropriate add-on if you selected **Share Classes** other than the Common/Voting Shares provisions we provide.

**Please describe who will have authority to sign cheques on behalf of the Corporation.**

**Please tell us how our form could have been better? \***

**Please describe who will have authority to sign contracts/share certificates on behalf of the Corporation.**

## Payment and Disclaimer

**You will now be requested to submit your payment information, please note the following:**

- Your charge will be based on the base price plus any selected add-ons.
- We accept Visa, Mastercard, and American Express credit and debit cards.
- While we will charge your card, all funds will be held in trust pending confirmation of your engagement of our firm and completion of the services.
- If you are not an existing client and do not engage our firm in a timely manner in accordance with the instructions provided, your payment will be refunded and a confirmation will be made that our firm does not act on your behalf.
- In the event that your payment does not process successfully, we will contact you to ensure we have your most up-to-date payment details.
- Once a transaction is processed successfully you will be notified via email confirming the same.

**How was your experience with our form?**

1   2   3   4   5

Needs improvement

It was awesome and easy to use