NOBARI LAW PROFESSIONAL CORPORATION
21 The Queensway South, Keswick, Georgina, ON | 416-725-4010 | nobarilaw.com

# BUSINESS INCORPORATION CHECKLIST

*Ontario business incorporation*

Use this checklist to gather information commonly requested to incorporate and organize an Ontario business corporation. Not every item applies, and the firm may request additional information after reviewing the proposed structure and agreed scope of the retainer.

## Client and Incorporation Details

**Client name(s) exactly as on identification:**

**Proposed corporate name:**

**Preferred phone and email:**

**Requested incorporation date:**

## Documents and Information

| ✓ | Document or information to provide |
|---|---|
| ☐ | **Identification** — Two current pieces for each individual client, as requested by the firm. Do not send identification unless requested. |
| ☐ | **Contact and personal details** — Current address, occupation, phone number, and email for each proposed shareholder, director, and officer, where requested. |
| ☐ | **Corporate name** — Confirm whether a named or numbered corporation is proposed. For a named corporation, provide preferred name choices and exact spelling. |
| ☐ | **Registered office and business address** — The full Ontario address proposed for the registered office and the operating address, if different. |
| ☐ | **Business activities** — A short description of the business, its anticipated start date, and whether it is new or already operating. |
| ☐ | **Shareholders and ownership** — Full legal names and proposed ownership interests for each shareholder, together with any relevant written instructions. |
| ☐ | **Directors and officers** — Full legal names, addresses, occupations, and proposed roles of each director and officer. |
| ☐ | **Share structure and accountant instructions** — Written instructions from an accountant or tax professional if special share classes or tax planning are intended. |
| ☐ | **Existing business** — Business-name registrations, organizational documents, and accountant instructions concerning any existing sole proprietorship, partnership, or corporation, where applicable. |
| ☐ | **Multiple-owner arrangements** — Any written instructions concerning voting, management, contributions, or share transfers. A shareholders' agreement is separate unless agreed. |
| ☐ | **Timing and signing** — Any relevant deadline, planned business opening or transaction date, and the clients' availability to review and sign documents. |

## Questions or Notes

**PRIVACY AND DOCUMENT SENDING** Do not send original documents, identification, complete account numbers, passwords, tax records, or other sensitive documents unless requested. If requested, use the document-sending method confirmed by the firm. Confirm urgent deadlines by telephone. Sending documents does not confirm that Nobari Law has accepted a retainer or completed a review.