

Koby Smutylo, Legal and Risk Management Services for Entrepreneurs

CLIENT INFORMATION FOR INCORPORATION

(Please answer all questions)

1. Jurisdiction of Incorporation: Ontario ___ Federal ___

2. Proposed Names (please provide 3 choices):

*Names should have a distinctive and a descriptive element (e.g., “Nortel Networks Inc.”, “Merchant Capital Investments Ltd.” or “AMS Project Management Inc.”)

**If you would like both a French and English version of the name, please let us know.

3. General description of your business and the goods or services you are providing:

4. Do you intend to use all or part of your company name as a trade-mark to identify to your customers, the source of the above listed goods or services?

___ Yes or ___ No

5. If yes, please identify the trade-mark(s) _____

*It is important to assess the availability of your proposed trade-mark(s) in the markets in which you intend to do business. Adopting a trade-mark that has been previously adopted by another party can have serious implications on your business activities. We recommend that all trade-marks be cleared by conducting availability searches prior to adoption, especially if the corporate name is to be used as a trade-mark. If you plan to do business in other countries, we recommend that you assess the availability of the trade-mark(s) in those countries as well.

6. Legal Endings for Corporate Names. Please circle one of the following six legal endings, which will appear at the end of your proposed corporate name:

Limited Ltd Corporation Corp. Incorporated Inc.

7. Registered Office Address: _____

8. Municipality: _____
(e.g.: City of Ottawa)

9. Number of Directors: Minimum _____ Maximum _____

OR Fixed Number _____

*if you don't know the answer, simply leave blank.

10. Shareholders.

(a) Will the corporation have non-family shareholders: Yes _____ No _____

(b) Will other members of your family be holding shares: Yes _____ No _____

(c) Will anyone who is actively involved in the business
(other than you, the founder) be a shareholder: Yes _____ No _____

(d) Do you otherwise require any special or specific class(es)
of shares: Yes _____ No _____

11. Is anyone making a significant investment of cash or
property in the business? Yes _____ No _____

*If yes, please contact us, as separate agreements may need to be drafted to protect this shareholder.

12. Name and address of all director(s) of the corporation:

Name (must be a person)	Address, Postal Code, Phone and Fax Numbers, Email

*Directors are elected by the shareholders and control the corporation, including the issuance of new shares, in their discretion on behalf of the shareholders unless otherwise constrained by a shareholders' agreement.

13. Name, address and position of the officer(s) (senior employees) of the corporation:

Name (must be a person)	Address, Postal Code, Phone, Fax, Email	Position
		President
		Secretary
		Treasurer

*President, Secretary and Treasurer are mandatory officer positions and may all be held by the same person. The Directors may appoint any number of officers in addition to the mandatory positions, such as Vice-President(s), CEO, etc

14. Shareholder information:

Name	Address, Postal Code, Phone #, Fax #, Email	Number and Class of Shares for each holder	Consideration per share

*Shareholders are the owners of the corporation, with ownership in proportion to their relative shareholdings. If there is more than one shareholder, we strongly recommend that you have a Shareholders Agreement to govern the relationship between the shareholders. Please contact us to discuss further.

15. Name and address of accountant/auditor: _____
*if you don't know the answer, leave blank.

16. Name and address of bank _____
*if you don't know the answer, leave blank.

17. Signing Authority on Bank Account: _____
(e.g.: president and secretary together, any director, president alone)

18. Financial year end: _____
*if you don't know the answer, speak to your accountant or simply leave blank.

