

BUSINESS INCORPORATION FORM



HERITAGE LAW OFFICES
— BARRISTERS & SOLICITORS —

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CORPORATE SERVICES PRICE LIST

Incorporation & Organization of a <i>Named</i> Alberta Company	
Legal fees & Other Charges*	\$825.00
Disbursements & NUANS Report(s)*	\$165.00
Non-Taxable Corporate Registration Fees	<u>\$275.00</u>
Approximate Total Account with GST	\$1,314.50
*Items subjected to applicable taxes	
Incorporation & Organization of a <i>Numbered</i> Alberta Corporation	
Legal fees & Other Charges*	\$825.00
Disbursements*	\$120.00
Non-Taxable Corporate Registration Fees	<u>\$275.00</u>
Approximate Total Account with GST	\$1,267.25
*Items subjected to applicable taxes	
Incorporation & Organization of a <i>Named</i> Federal Corporation	
Legal fees & Other Charges*	\$950.00
Disbursements*	\$390.00
Non-Taxable Corporate Registration Fees	<u>\$475.00</u>
Approximate Total Account with GST	\$1,882.00
*Items subjected to applicable taxes	
Incorporation & Organization of a <i>Numbered</i> Federal Corporation	
Legal fees & Other Charges*	\$950.00
Disbursements*	\$345.00
Non-Taxable Corporate Registration Fees	<u>\$475.00</u>
Approximate Total Account with GST	\$1,834.75
*Items subjected to applicable taxes	
Incorporation & Organization of a <i>Professional</i> Corporation	
Legal fees & Other Charges*	\$1165.00
Disbursements*	\$615.00
Non-Taxable Corporate Registration Fees	<u>\$275.00</u>
Approximate Total Account with GST	\$2144.00
*Items subjected to applicable taxes	
Registered Office & Annual Return Filings (Billed Annually)	
Legal fees & Other Charges*	\$250.00
Disbursements*	\$30.00
Non-Taxable Corporate Registration Filing Fees	<u>\$12.00-50.00</u>
Approximate Total Account with GST	\$306-344.00
*Items subjected to applicable taxes	

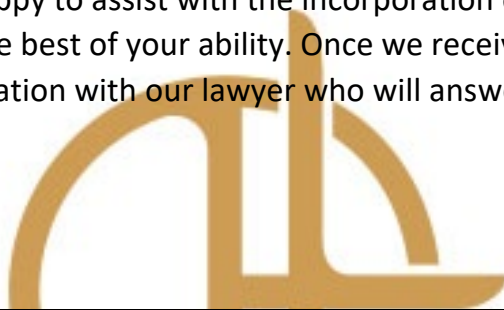
*Prices are subject to change without notice

What does it mean to incorporate?

A corporation is a separate legal entity from its owners (also known as shareholders). It has the legal authority to buy and sell assets, operate a business, make contracts, and sue or be sued. Under Canadian laws, a corporation has the same rights and obligations as a natural person would.

Lawsuits are one of the key differences between a corporation and a sole proprietorship. Under a sole proprietorship, personal assets such as a home and savings are at risk. If sued and the other party is successful in winning damages, these assets could be seized to pay for them. On the other hand, if a corporation is sued only its assets such as cash, land, and equipment can be claimed for damages. The shareholders do not have personal liability, although directors may be personally on the hook for unpaid wages and certain taxes.

Heritage Law Offices would be happy to assist with the incorporation of your business. To get started, please fill out this workbook to the best of your ability. Once we receive the information back, we will contact you to schedule a consultation with our lawyer who will answer any questions and concerns you may have.



Personal Information & Business Information

Full Legal Name:

Residential Mailing Address (including City, Province, & Postal Code or Legal Land Description):

Phone Number(s):

Email Address:

Business Location's Mailing Address (including City, Province, & Postal Code):

Business Phone Number:

Business Email Address (if different from above):

ALBERTA INCORPORATIONS

Type of Company

Named Company

Please provide at least three options, in case your first choice is already taken.

Desired Name(s) of Company:

- 1.
- 2.
- 3.

Please provide the NUANS report number and date if one has already been conducted **and** attach a copy with submission of this form.

NUANS report number:

NUANS report date:

Numbered Company

YES:

NO:

Type of Business

Please specify if it is one of the following:

Chartered Professional Accountant
Chiropractic
Dentistry
Law
Medicine/Physician
Optometry

Please note for a Professional Corporation, we would first have to register and obtain approval with the professional governing body. This approval is presented by way of Endorsement or Letter of Approval.

Each professional licensing body has their own special rules for the distinctive element of the Professional Corporation's name. The distinctive element is usually the professional's name that owns and operates the Professional Corporation.

Desired Effective Date:

If a future date is provided, the future date may not be more than 30 days in the future.

Registered Office

You can choose any address in Alberta however it must be available to receive documents during business hours. If a lawsuit is sent to this address, then there is conclusive proof that it has been received. So, we recommend ensuring whatever address you choose is monitored.

Heritage Law Offices can act as your registered office for \$275.00 + GST + Disbursements per year. Some disbursements include the Alberta Annual Return Filing Fee of \$50.00 and courier fees accumulated to forward mail. In addition to acting as your registered office, we would also ensure your **Annual Returns** are completed and submitted to the Corporate Registries. Every year each corporation must do corporate returns to keep the company in good standing. Failure to do so will mean your company is at risk to being get struck from the Corporate Registry.

What address you would like to be your registered office?

Heritage Law Offices to act as Registered Office:

YES:

NO:

If different from Heritage Law Offices, please provide one of the following:

Street Mailing Address (including City, Province, and Postal Code):

Legal Land Description AND Postal Address:

Director(s)

The full name(s) and address(es) of all the director(s) of the company. (Minimum of one director)

Directors are the ones who would run the business on a day-to-day basis.

Directors of Alberta Corporations must be individual persons as well as their Canadian residential statuses:

Last Name:	Mailing Address (including City, Province, and Postal Code):
First Name:	
Middle Name (optional):	
Last Name:	Canadian Residential Status:
First Name:	
Middle Name (optional):	
Last Name:	Mailing Address (including City, Province, and Postal Code):
First Name:	
Middle Name (optional):	
Last Name:	Canadian Residential Status:
First Name:	
Middle Name (optional):	
Last Name:	Mailing Address (including City, Province, and Postal Code):
First Name:	
Middle Name (optional):	
Last Name:	Canadian Residential Status:
First Name:	
Middle Name (optional):	
Last Name:	Mailing Address (including City, Province, and Postal Code):
First Name:	
Middle Name (optional):	
Last Name:	Canadian Residential Status:
First Name:	
Middle Name (optional):	
Last Name:	Mailing Address (including City, Province, and Postal Code):
First Name:	
Middle Name (optional):	
Last Name:	Canadian Residential Status:
First Name:	
Middle Name (optional):	

Officer(s)

The full name(s) and address(es) of the officer(s) of the company.

These are typically the same as the director(s) in a smaller business.

We would need to appoint a **President, Secretary, and Treasurer.**

Please select if the President, Secretary, and Treasurer are all the same individual:

President

Last Name:

First Name:

Middle Name (optional):

Mailing Address (including City, Province, and Postal Code):

Secretary

Last Name:

First Name:

Middle Name (optional):

Mailing Address (including City, Province, and Postal Code):

Treasurer

Last Name:

First Name:

Middle Name (optional):

Mailing Address (including City, Province, and Postal Code):



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Shareholder(s)	
The full name(s) and address(es) of the shareholders of the company.	
Last Name: First Name: Middle Name (optional):	Corporation Name: Corporate Access Number:
Mailing Address (including City, Province, and Postal Code):	
Phone Number:	Email Address:
Percentage of Shares:	Class of Shares (Voting or Non-Voting):
Last Name: First Name: Middle Name (optional):	Corporation Name: Corporate Access Number:
Mailing Address (including City, Province, and Postal Code):	
Phone Number:	Email Address:
Percentage of Shares:	Class of Shares (Voting or Non-Voting):
Last Name: First Name: Middle Name (optional):	Corporation Name: Corporate Access Number:
Mailing Address (including City, Province, and Postal Code):	
Phone Number:	Email Address:
Percentage of Shares:	Class of Shares (Voting or Non-Voting):
Last Name: First Name: Middle Name (optional):	Corporation Name: Corporate Access Number:
Mailing Address (including City, Province, and Postal Code):	
Phone Number:	Email Address:
Percentage of Shares:	Class of Shares (Voting or Non-Voting):
Last Name: First Name: Middle Name (optional):	Corporation Name: Corporate Access Number:
Mailing Address (including City, Province, and Postal Code):	
Phone Number:	Email Address:
Percentage of Shares:	Class of Shares (Voting or Non-Voting):

FEDERAL INCORPORATIONS

In Canada, a corporation has the option of incorporating provincially or federally. Federal Corporations are incorporated pursuant to the ***Canada Business Corporations Act***. If federally incorporated, the corporation will **also** need to be registered in Alberta. The Corporation's name is registered throughout Canada, but **also** must be extra-provincially registered in each province it is operating in.

If you would like to register your corporation federally, we would need the **additional** information as follows:

Regarding the name we would need to know the following:

- a. Describe the type of business/activities that the corporation intends to carry on:
- b. Specify the geographic area in which the corporation is likely to operate (e.g., province, territory, state or other):
- c. Describe the type of clientele the corporation intends to have:
- d. Explain how you came up with the distinctive element of the proposed name (i.e., the unique term such as an acronym or a made-up word):



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