

Re: Ontario Incorporation (Manual Filing)

Dear Incorporator:

Please find attached:

1. Our price list;
2. Incorporation information form;
3. Two signature pages;

The Ontario Government fee for incorporation manual filing is \$360.00 (no taxes on this fee). The preferable method of payment to Government is by cheque. The Government accepts regular personal/corporate cheque with name and address pre-printed. If you would like to make a payment by credit card, there will be a transaction fee of \$9.00 charged on top of the \$360.00.

You can choose different service packages from our price list. For Ontario incorporation, you can choose from **P01** to **P06**. Your payment to us can be in cash, credit card, debit card, money order, certified cheque, or Email Money Transfer.

Please be aware of the followings:

1. The address of the registered office can be a residential address, but cannot be a post office box.
2. The 25% board of directors must be Resident Canadians.
3. The director of the corporation has to be over 18 years old.

Please bring the following in person, by mail or courier to us:

- Completed incorporation information form with authoring person's signature;
- **TWO ORIGINAL SIGNED** signature pages;
- Your payment to the Government;
- Your payment to us;

(If you would like to make the payments by credit card, please fill out the bottom of the price list.)

Please allow us one business day (without seal or minute book), or two business days (with seal or minute book) to complete your order. You can pick up the completed package in person or we can send by our courier (service fee is \$15.00 within Great Toronto Area).

If you have any questions, please do not hesitate to contact us! Thank you very much!

Sincerely,

Sandra Chen / Susan Ding

Ontario Incorporation Information

Contact Name: _____ Tel: () _____ Cell: () _____ Date: _____

Proposed Corporation Name

Profit corporation name must end with one of the following legal words. Please mark one you prefer to:

LIMITED INCORPORATED CORPORATION LIMITEE
 LTD. INC. CORP. INCORPOREE

List your proposed corporation name (For Ontario name search, you could list up to three names in a preferred order below):

1) _____
2) _____
3) _____

Address of the Registered Business Office

Suite/Apt./Unit: _____ Street No. & Name: _____

City: _____ Province: *ONTARIO* Postal Code: _____ Business Phone: () _____

Directors' Name and Directors' Address for Service

FIRST	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i>

SECOND	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i>

THIRD	First Name: _____ Middle Initial: _____ Last Name: _____
	<input type="checkbox"/> Same as business address Suite: _____ Street No. & Name: _____
	Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i>

Note: If you have more directors, please write on another copy of this request form or provide the same info on a separate piece of paper.

Extra Information

- Authorizing person Signature: **X** _____ Authorizing person Name: _____
- E-mail Back? YES E-mail address: _____
- Fax Back? YES Fax number: _____ Attention: _____
- How to File the Article? Ontario Incorporation Electronic Filing Ontario Incorporation Manual Filing

10. The names and addresses of the incorporators are:

Noms et adresses des fondateurs :

First name, middle names and surname or corporate name <i>Prénom, autres prénoms et nom de famille ou dénomination sociale</i>	Full address for service or if a corporation, the address of the registered or head office giving street & No. or R.R. No., municipality, province, country and postal code <i>Domicile élu au complet ou, dans le cas d'une société, adresse du siège social ou adresse de l'établissement principal, y compris la rue et le numéro ou le numéro de la R.R., la municipalité, la province, le pays et le code postal</i>

These articles are signed in duplicate.
Les présents statuts sont signés en double exemplaire.

Full name(s) and signature(s) of incorporator(s). In the case of a corporation set out the name of the corporation and the name and office of the person signing on behalf of the corporation
Nom(s) au complet et signature(s) du ou des fondateurs. Si le fondateur est une société, indiquer la dénomination sociale et le nom et le titre de la personne signant au nom de la société

Signature / signature

 Name of incorporator (or corporation name & signatories name and office)
Nom du fondateur (ou dénomination sociale et nom et titre du signataire)

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