

## Re: Ontario Incorporation (Electronic Filing)

Dear Incorporator:

Please find attached:

1. Our price list;
2. Incorporation information form;
3. Signature page;

The Ontario Government fee to file incorporation articles electronically is \$300.00 plus Government System Access fee \$60.00.

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 credit card or Email Money Transfer (EMT).

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 fax or email the following to us:

- Completed incorporation information form with authoring person's signature, please provide your email address if you want incorporation documents to be emailed back;
- Signature page with incorporator's signature;
- Our price list with credit card information & card holder's signature, please indicate the package you have chosen on the price list as well;

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)*

\_\_\_\_\_  
*Signature / signature*

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

\_\_\_\_\_  
*Signature / signature*

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

\_\_\_\_\_  
*Signature / signature*

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