

Re: Ontario Not-for-Profit Incorporation

Please find attached:

1. Our price list;
2. The Incorporation Information Form;
3. Two signature pages (last two pages).

The Ontario Government fee for non-profit incorporation is:

1. **\$155.00** (standard service – processing time **6~8 weeks**)
2. **\$255.00** (expedited service – processing time **7 business days**).

The preferable method of payment to government is by cheque. The government accepts regular personal/corporate cheques with your name & address pre-printed by your bank.

Your payment to us can be credit card or cheque. We accept cash, debit card and Email Money Transfer (EMT) as well.

Minimum Three directors are required. Please have all three directors' sign on both page 4 & 5. The signatures **must** be **ORIGINAL**, not photocopied.

Please fill in the incorporation information form. **Please also provide a list of the organization's objects.**

Please allow us 2 weeks to get your Letters Patterns from the Government.

Should you have any questions please do not hesitate to contact us. Thank you very much.

Sincerely yours,

Sandra Chen / Susan Ding

Ontario Not-for-Profit Incorporation Information

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

1. Proposed Corporation Name

List your proposed corporation names in a preferred order:

1) _____

2) _____

3) _____

Note: Name refusal from the Government due to reasons other than similarity to existing names will be the responsibility of the incorporators.

2. Address of the Head Office of the Corporation

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

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

3. Directors' Name and Directors' Address for Service

FIRST	First Name: _____	Middle Initial: _____	Last Name: _____
	<input type="checkbox"/> Same as office 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>
	Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____		

SECOND	First Name: _____	Middle Initial: _____	Last Name: _____
	<input type="checkbox"/> Same as office 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>
	Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____		

THIRD	First Name: _____	Middle Initial: _____	Last Name: _____
	<input type="checkbox"/> Same as office 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>
	Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____		

4. Extra Information

➤ Authorizing person Signature: **X** _____ Authorizing person Name: _____

➤ How to File the Article? *Standard Service (6-8 weeks)* *Expedited Service (7 business days)*

5. Objects of the Corporation (please attach extra sheet)

6. The names and address for service of the applicants:

4.

Nom et prénoms et domicile élu des requérants :

First name, middle names and
surname

*Prénom, autres Prénoms et nom de
famille*

Address for service, giving Street & No. or R.R. No., Municipality, Province,
Country and Postal Code

*Domicile élu, y compris la rue et le numéro, le numéro de la R.R. ou le
nom de la municipalité, la province, le pays et le code postal*

This application is executed in duplicate.

La présente requête est faite en double exemplaire.

Signatures of applicants
Signature des requérants

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First name, middle names and
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