

Re: Ontario Incorporation (Manual Filing)

Dear Incorporator:

Please find attached:

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

The Ontario Government fee for incorporation manual filing is \$360.00 (no taxes on this fee). We will make the payment through our account to the Ministry on behalf of you. Please make your payment to us by Credit Card or Email Money Transfer.

You can choose different service packages from our price list. For Ontario incorporation, you can choose from **P01** to **P06**. Additional fees apply to in-person filing at the Ministry (P12).

The followings are the requirements under Ontario Business Corporations Act

1. The address of the registered office has to be in Ontario; it has to be a physical address (residential address is acceptable), not a post office address;
2. The corporation must have at least one director who must be a Resident Canadian; or the 25% of the board of directors must be Resident Canadian.
3. The director of the corporation has to be over 18 years old and not be in a bankrupt status.

Please email the following documents to us:

- ***Completed incorporation information form with authorizing person's signature; please provide your email address for electronic documents;***
- ***Signature page with incorporator's name, address and signature;***
- ***Our price list with credit card information & card holder's signature, please check mark the package you have chosen on the price list; if you prefer Email Money Transfer, please indicate that in your email and we will contact you after we receive your order.***

Please allow us one business day to complete your incorporation. We will send an electronic copy of the registration document to you first. The original Certificate and Articles of Incorporation will be couriered back to you (service fee is \$20.00 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** Is This A PREC Company? No Yes

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)
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