

Re: Federal Incorporation

Dear Incorporator:

Attached please find:

1. Price List;
2. Incorporation information form;
3. Appointment of Representative;
4. Information regarding How to Propose Federal Corporate Name (please notice that a unique name will expedite the incorporation);

The Federal Government fee for incorporation is \$200.00. You can choose different service packages on our price list from F01 to F09. We accept major credit cards or email money transfer.

If it is a Named Corporation, the process of a Name Decision from Corporations Canada will take up to three business days; once the name is pre-approved for incorporation, we will submit the application electronically and the registration documents are expected to be back within two business days.

If it is a Numbered Corporation, after the electronic filing of the application, the registration documents are expected to be back within two business days.

The minute book & seal packages will take up to a week and we will arrange for courier service to deliver to your address. Please contact us for special instructions.

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

Sincerely yours,

Sandra Chen / Susan Ding

Best Ontario Service Price

| GOVERNMENT FEES | Incorporation | Amendment | Restated | Revival | Business Name |
|----------------------|---------------|-----------|----------|----------|---------------|
| ONTARIO REGISTRATION | \$395.00 | \$265.00 | \$265.00 | \$445.00 | \$115.00 |
| FEDERAL REGISTRATION | \$200.00 | \$200.00 | \$100.00 | \$250.00 | N/A |

| ONTARIO INCORPORATION PACKAGE (Profit) & ONTARIO BUSINESS NAME REGISTRATION | | REG | HST | TOTAL |
|---|---|--------|-------|--------|
| <input type="checkbox"/> P01 | NUANS [®] Report, Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number | 220.00 | 28.60 | 248.60 |
| <input type="checkbox"/> P02 | NUANS [®] Report, Incorporation Filing, Initial Return Filing, Minute Book & Seal, Company Key, BN(Tax) Number | 390.00 | 50.70 | 440.70 |
| <input type="checkbox"/> P03 | NUANS [®] Report, Incorporation Filing, Initial Return Filing, Seal, Company Key, BN(Tax) Number | 310.00 | 40.30 | 350.30 |
| <input type="checkbox"/> P04 | Numbered Company Incorporation Filing, Initial Return Filing, Company Key, BN(Tax) Number | 178.00 | 23.14 | 201.14 |
| <input type="checkbox"/> P05 | Numbered Company Incorporation Filing, Initial Return Filing, Minute Book & Seal, Company Key, BN(Tax) Number | 348.00 | 45.24 | 393.24 |
| <input type="checkbox"/> P06 | Numbered Company Incorporation Filing, Initial Return Filing, Seal, Company Key, BN(Tax) Number | 268.00 | 34.84 | 302.84 |
| <input type="checkbox"/> P07 | Corporation Amendment, Articles & Filing | 220.00 | 28.60 | 248.60 |
| <input type="checkbox"/> P08 | Restated Articles of Incorporation, Articles & Filing | 220.00 | 28.60 | 248.60 |
| <input type="checkbox"/> P09 | Corporation Dissolution Articles & Filing | 120.00 | 15.60 | 135.60 |
| <input type="checkbox"/> P10 | Corporation Revival Articles & Filing | 220.00 | 28.60 | 248.60 |
| <input type="checkbox"/> P11 | Corporation Notice of Change (Form 1) Filing with Profile Report, Company Key | 150.00 | 19.50 | 169.50 |
| <input type="checkbox"/> P12 | Ontario Initial Return (Form 2) - for Extra Provincial Corporation, Company Key | 115.00 | 14.95 | 129.95 |
| <input type="checkbox"/> P13 | Ontario Sole Proprietorship / Partnership / Trade Name Registration | 105.00 | 13.65 | 118.65 |

| ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable) | | REG | HST | TOTAL |
|---|--|--------|-------|--------|
| <input type="checkbox"/> N01 | NUANS [®] Report, Non-Profit / Charity Articles Preparing, Government Filing, Initial Return | 265.00 | 34.45 | 299.45 |
| <input type="checkbox"/> N02 | NUANS [®] Report, Non-Profit / Charity Articles Preparing, Government Filing, Initial Return & Seal | 355.00 | 46.15 | 401.15 |

| FEDERAL INCORPORATION (Profit) | | REG | HST | TOTAL |
|--------------------------------|---|--------|-------|--------|
| <input type="checkbox"/> F01 | NUANS [®] Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number | 280.00 | 36.40 | 316.40 |
| <input type="checkbox"/> F02 | NUANS [®] Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book & Seal | 450.00 | 58.50 | 508.50 |
| <input type="checkbox"/> F03 | NUANS [®] Report, Federal Registration, Ontario Registration & Company Key, BN(Tax) Number, Seal | 370.00 | 48.10 | 418.10 |
| <input type="checkbox"/> F04 | Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number | 238.00 | 30.94 | 268.94 |
| <input type="checkbox"/> F05 | Numbered Corporation Registration, Ontario Registration & Company Key, BN(Tax) Number, Minute Book & Seal | 408.00 | 53.04 | 461.04 |
| <input type="checkbox"/> F06 | Numbered Corporation Registration & Company Key, BN(Tax) Number, Seal | 328.00 | 42.64 | 370.64 |
| <input type="checkbox"/> F07 | Federal Corporation Amendment | 225.00 | 29.25 | 254.25 |
| <input type="checkbox"/> F08 | Federal Corporation Revival | 280.00 | 36.40 | 316.40 |
| <input type="checkbox"/> F09 | Federal Corporation address change / directors change with updated profile report | 190.00 | 24.70 | 214.70 |

| SEARCH & REPORT | | REG | HST | TOTAL |
|------------------------------|---|-------|------|-------|
| <input type="checkbox"/> 101 | Ontario / Federal Corporate Name Search Report (NUANS [®]) – Standard Service | 42.00 | 5.46 | 47.46 |
| <input type="checkbox"/> 102 | Ontario Corporate Profile Search Report | 75.00 | 9.75 | 84.75 |
| <input type="checkbox"/> 103 | Ontario Corporate Microfiche - Copies of Documents | 75.00 | 9.75 | 84.75 |

| CORPORATE SUPPLIES | | REG | HST | TOTAL |
|------------------------------|---|--------|-------|--------|
| <input type="checkbox"/> 301 | Corporate Seal | 90.00 | 11.70 | 101.70 |
| <input type="checkbox"/> 302 | Minute Book Kit With Seal (Black Brief-case) | 170.00 | 22.10 | 192.10 |
| <input type="checkbox"/> 303 | Minute Book With Name Printed (Burgundy case) | 125.00 | 16.25 | 141.25 |
| <input type="checkbox"/> 304 | Minute Book Kit Without Seal (Black Brief-case) | 135.00 | 17.55 | 152.55 |
| <input type="checkbox"/> 305 | Minute Book Initializing/Updating | 140.00 | 18.20 | 158.20 |

Minister of Finance (Ontario) or
Receiver general of Canada (Federal)

\$

Payable to
Best Ontario Inc.

\$

CARD HOLDER'S NAME and SIGNATURE:

☐ VISA

☐ MasterCard

☐ American Express

First Name:

Middle Initial:

Last Name:

Card Number:

Expire Date:

Security Code:

The Cardholder Signature: X

Please **sign here** to acknowledge this order and agree to pay by the credit card.

Federal Incorporation Information

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

1. 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

Your proposed corporation name is: _____

2. Description of Major Business Activities

3. Address of the Registered Business Office

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

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

4. Directors' Name and Directors' Address for Service

| | | | |
|-------|---|--------------------|--|
| FIRST | First Name: _____ | Middle Name: _____ | 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"/> ONTARIO |

| | | | |
|--------|---|--------------------|--|
| SECOND | First Name: _____ | Middle Name: _____ | 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"/> ONTARIO |

| | | | |
|-------|---|--------------------|--|
| THIRD | First Name: _____ | Middle Name: _____ | 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"/> ONTARIO |

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.

5. Extra Information

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

➤ E-mail Back? ☐ YES E-mail address: _____

Appointment of Representative

I, _____
(First name, Middle names and Surname)

address for service

(Street & No. or R.R. No., Municipality, Province, Country & Postal Code)

am

- ☐ *a Director*
☐ *an authorized Officer*
☐ *a Shareholder*

(Check appropriate box)

of the following corporation:

(Name of Corporation)

I hereby authorize BEST ONTARIO INC. to serve as my representative and to conduct business on my behalf with Corporations Canada.

I authorize Corporations Canada to release information from my file.

I certify that the information set out hereafter, is true and correct.

(Signature of the Authorizing Person)

By signing this form, you acknowledge that you have relevant knowledge and that you are authorized to submit this form.

How to Propose Federal Corporation Name

(Note: The guideline here also helps for Ontario corporation name)

When you apply to incorporate a company under the Canada Business Corporations Act, you may choose to use a corporate name or have a number name assigned to you. Although incorporating under a name involves additional effort and expense. There are advantages to doing so.

A corporate name is an important aspect of corporate communication and advertising today and may be a very valuable asset. It tells people who you are and will often embody the goodwill that you have built up with your customers and suppliers.

An approved federal corporate name offers an extra degree of protection of your rights to that name. Specifically, federal incorporation allows your business to operate using its corporate name right across Canada, which is important if you decide to expand your business to other provinces or territories.

CHOOSING A NAME

- ✧ Your name must meet certain requirements before it is approved by the Corporations Directorate:
- ✧ The name must be distinctive.
- ✧ The name must not cause confusion with any existing name or trademark.
- ✧ The name must include a legal element. The name must not include unacceptable terms.

DISTINCTIVENESS

It must be easy to distinguish your proposed name from the names of other business that carry on the same activities. Your name will not be distinctive if it merely describes those activities. The name "Car Manufacturer Inc." lacks distinctiveness since it describes the activities of all car manufacturers.

You can achieve distinctiveness in a number way. One of the most common is to include an element that makes it distinctive. "Carwash Incorporated", for example, is too general, but "East Side Carwash Incorporated" is distinctive.

Made-up words also give name distinctiveness. They can be a combination of two dictionary words such as "InfoTech" or something completely new such as "Xerox". Unusual names are highly distinctive and are given greater protection because they are unique.

Confusion with other names or trade marks

It is to your advantage to learn about possible name conflicts as soon as possible. If your name is too close to an existing corporate name or trade-mark, the owner of that name or trade-mark could launch a court action to compel you to stop using your name and perhaps even to pay damages.

For many people, the prospect of discovering that their business name may be confused with another is intimidating. This is particularly true if you have invested considerable time and effort in coming up with a name or have been operating under the proposed name for some time before incorporating. The federal name approval process helps you to avoid this problem by identifying potentially confusing name or trade-mark in a federal database of names and ensuring that you satisfy yourself that confusion is not likely.

In assessing whether confusion is likely, the Corporations Director looks at all circumstances, including a comparison of the goods, services and operating area of your proposed business with those of existing businesses. While name approval from the Corporations Director does not guarantee that you are violating the rights of another firm or individual, it significantly reduces your risk.

You must submit a NUANS (Newly Upgraded Automated Name Search) report as part of your application to use your corporate name. A NUANS search compares your proposed name with a federal database of names that includes trade-mark, provincial and federal corporate names and most provincially registered business names (except those in Quebec).

Legal Element

The accepted way to include a legal element in a corporate name is to add a term to the end of the name such as Limited, Incorporated, or Corporation, or contractions of these such as Ltd., Inc., or Corp.

Unacceptable terms

Unacceptable terms fall into three categories.

First, there are terms that imply connections that do not exist. Your corporate name can not suggest, for example, that you are a branch of the government or that you offer services or products governed by financial legislation, such as trusts, loans, insurance, and banking.

The second type of unacceptable term is one that falsely describes your business. You cannot, for example, include a term that suggests that your company is selling cars when it is really selling only tires.

Finally, obscene terms or terms that suggest that your business provides obscene, scandalous or immoral services are not allowed.