Gondaliya CPA
Your Growth Partner

Ontario Incorporation Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve things to settle before and after you file

For new Ontario corporations. Current to 6 November 2026.

- [ ] **Decide on a named or numbered corporation**
  Numbered is faster; a name can be added later.
- [ ] **Run the NUANS search before filing**
  And check how long the report stays valid.
- [ ] **Decide provincial or federal incorporation**
  They differ in reach, cost and ongoing filings.
- [ ] **Settle the share structure at the start**
  Changing it afterwards means an amendment.
- [ ] **Name the directors and the registered office**
  Both go on the Articles and both must be current.
- [ ] **Record the director information the registry requires**
  It is part of the filing, not an afterthought.
- [ ] **Register the Business Number straight away**
  Every other account depends on it.
- [ ] **Check whether you need to register for GST/HST**
  Incorporating does not do it for you.
- [ ] **Open a payroll account before the first pay run**
  Including for yourself, if you go on payroll.
- [ ] **Open the corporate bank account**
  You will need the Articles and the Business Number.
- [ ] **Start the minute book on day one**
  Resolutions and registers, kept current.
- [ ] **Check municipal and sector permits**
  Separate from anything the registry or CRA requires.

Government and third-party fees are set by provincial rules and can change without notice. Educational information only, not advice. Gondaliya CPA does not perform audits or reviews.

647-212-9559 · info@gondaliyacpa.ca
gondaliyacpa.ca · 1300+ 5-star Google reviews