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Nominee Director Appointment Checklist

Ten checks for a non-resident owned Canadian corporation

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A nominee arrangement works when the agreement, the filings and the registers all line up. Work through these before your consultation, and bring the answers with you.

- [ ] **1 Confirm the residency requirement**
  25% federally under the CBCA; at least one director in Ontario.
- [ ] **2 Check nominee eligibility**
  Over 18, not disqualified, and able to act as a director.
- [ ] **3 Get written consent to act**
  Signed by the nominee before the appointment is made.
- [ ] **4 Pass a board resolution**
  Approved at a meeting in line with your bylaws.
- [ ] **5 File the notice on time**
  To Corporations Canada or the provincial registry, usually 15 days.
- [ ] **6 Sign the nominee agreement**
  Roles, confidentiality, indemnity terms and how it ends.
- [ ] **7 Keep owner control documented**
  So control stays with the owners, in writing.
- [ ] **8 Set up the registered office**
  An address in the jurisdiction that receives legal documents.
- [ ] **9 Build the ISC register**
  Individuals with significant control, recorded and kept current.
- [ ] **10 Diarize the annual return**
  Due within 60 days of the anniversary date each year.

PRO TIP

Confidentiality never covers beneficial ownership. Whoever sits on the board, the individuals with significant contro

What happens next

1 **Free consultation** 2 **Flat fee, HST included** 3 **Set up and monitored**

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