Non-Resident Incorporation Checklist

Eight steps to incorporate and operate a Canadian business from abroad

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Whether you need a Canadian resident director depends entirely on where you incorporate. Work through these before your consultation, and bring the answers with you.

- [ ] **1 Choose the jurisdiction first**
  Federal CBCA requires 25% resident directors; Ontario requires none.
- [ ] **2 Run the NUANS name search**
  Confirm the proposed corporate name is available.
- [ ] **3 Plan the share structure**
  Decide who holds what, and who has significant control.
- [ ] **4 Arrange the registered office**
  A real address in the jurisdiction that can receive legal documents.
- [ ] **5 Appoint directors properly**
  Written consents, and indemnity agreements where a nominee is used.
- [ ] **6 Register the business number**
  Plus GST/HST and payroll accounts if you need them.
- [ ] **7 Build the register at the outset**
  Federal ISC register is filed; Ontario transparency register is not.
- [ ] **8 Confirm the withholding regime**
  Reg 105 is 15% on services here; Part XIII is 25% on passive amounts.

PRO TIP

Ontario repealed its resident director requirement on July 5, 2021. Before paying for a nominee director, check whet

What happens next

1. **Free consultation**
   We check whether you need a director at all.
2. **Flat fee, HST included**
   Quoted in writing before any work starts.
3. **Structured and filed**
   Incorporated, registered, and filings handled.

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