Resident Director Setup Checklist

Ten checks before a foreign company incorporates in Canada

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A Canadian entity holds up when the board, the register and the address all agree. Work through these before your consultation, and bring the answers with you.

- [ ] **1 Choose federal or provincial**
  The residency rule differs between them.
- [ ] **2 Confirm the director residency rule**
  25% federally, or one on a small board.
- [ ] **3 Identify an eligible resident director**
  Living in Canada, and willing to accept the duty.
- [ ] **4 Define the authority in writing**
  Scope, indemnity and privacy terms before signing.
- [ ] **5 Order the NUANS name search**
  Required for a federal incorporation.
- [ ] **6 Set the registered office address**
  Where legal documents will be delivered.
- [ ] **7 Prepare the ISC register**
  The bank will ask for it, not the registry.
- [ ] **8 List every province of operation**
  Each one needs extra-provincial registration.
- [ ] **9 Open the CRA accounts**
  Corporate tax, payroll and GST/HST as needed.
- [ ] **10 Diarize the annual return**
  Sixty days after the fiscal year-end.

PRO TIP

Prepare the ISC register at incorporation, not when the bank asks. It is the document most often missing when a new subsidiary account application stalls, and it is quick to prepare up front.

What happens next

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

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