Resident Director Setup Checklist

Ten steps for a foreign entrepreneur incorporating in Canada

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A foreign-owned Canadian corporation works when the board, the record and the address all line up. Work through these before your consultation, and bring the answers with you.

- [ ] 1 **Choose the jurisdiction**
  Federal or provincial, with residency rules compared.
- [ ] 2 **Run the NUANS name search**
  Submit several names, with a clear first choice.
- [ ] 3 **Check the board against the rule**
  25% resident Canadian, or one on a small board.
- [ ] 4 **Obtain the signed consent to act**
  Before the appointment is filed, not after.
- [ ] 5 **Sign the nominee agreement**
  Duties, limits, indemnity, fees, resignation, conflicts.
- [ ] 6 **File the appointment**
  So the registry record matches the signed documents.
- [ ] 7 **Set the registered office**
  An address inside the province for official mail.
- [ ] 8 **Build the significant control register**
  Recorded whoever sits on the board.
- [ ] 9 **Register the business number**
  Plus GST/HST and payroll accounts as needed.
- [ ] 10 **Diarize the annual return**
  And extra-provincial registration in each province.

PRO TIP

Get the consent and the agreement signed before the appointment is filed. Banks and registries compare the reco

What happens next

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

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