Startup Incorporation Checklist

Ten decisions to settle before you incorporate

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The structure you pick at incorporation is easier to set now than to unwind. Work through these ten items before your consultation, and bring the answers with you.

- [ ] **1 Decide corporation or proprietorship**
  Liability first, tax second.
- [ ] **2 Choose federal or provincial**
  Based on where you will actually trade.
- [ ] **3 Settle the share classes**
  Before the NUANS search, not after.
- [ ] **4 Check director residency**
  At least 25% Canadian resident federally.
- [ ] **5 Run the NUANS search**
  The name is held for 90 days.
- [ ] **6 Secure a registered office**
  A physical address, never a P.O. box.
- [ ] **7 Prepare the shareholder agreement**
  Transfers, voting and dispute resolution.
- [ ] **8 Open the ISC register**
  Updated within 15 days of any change.
- [ ] **9 Register the CRA accounts**
  BN, then RC0001, RT and RP as needed.
- [ ] **10 Diarize the annual return**
  Within 60 days of the anniversary.

PRO TIP

Settle the share structure before running the NUANS search. The name reservation runs on its own 90-day clock, and share class decisions take longer than most founders expect.

What happens next

1. Free consultation
2. Flat fee, HST included
3. Incorporated and compliant

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