|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY INFORMATION** | | | | | | | | |
| **Company Name** |  | | | | **Suffix**  *Ltd., Inc., Incorporated, etc.* | | *Inc.* | |
| **Business Activities**  *1 or 2 main products/services* | *In 5 words or less (ex. Management consulting)* | | | | **NAICS Code**  *N. American Industry Classification Sys.* | | *Leave blank if unknown* | |
| **Head Office Address**  *Include postal code, any suite, or rural numbers* | |  | | | | | | |
| **Address for Books and Records**  *If different than Head Office* | |  | | | | | | |
| **Year End Date** *Speak with your YBL representative before finalizing this decision* | | *Mm/dd* | | | **HST Exemption?**  *Yes/No – generally no* | | *No* | |
| **1st Year Sales Estimate** | | *$xxx,xxx* | | | **Employees on Payroll**  *# of employees registered on payroll* | | *0* | |
| *\*Upon incorporation, your business and HST numbers will be assigned. The default HST filing period is set to annually, but you can opt to set up more frequent HST installments if desired. Payroll registration will only occur once employees are added to your payroll. Your YBL representative will review all details with you to ensure accuracy before submitting your incorporation documents.* | | | | | | | | |
| **CONTACT INFORMATION** | | | | | | | | |
| **Main Contact Person Name** | |  | | | | | | |
| **Main Contact Phone Number** | |  | | | | | | |
| **Main Contact Email Address** | |  | | | | | | |
| **Owners Name & SIN** | |  | | | | | | |
| **Owners Address**  *Include postal code, any suite, or rural numbers* | |  | | | | | | |
| **Canadian Resident**  *Yes/No – Specify if No* | |  | | | | | | |
| **BOARD/SHARE STRUCTURE** | | | | | | | | |
| **Directors**  *Minimum of 1, include email address*  *Owner as above? Yes/No – Specify if No* | | *List directors here* | | | | | | |
| **Share Structure** | **Voting**  *Y/N* | **Participating**  *Y/N* | **Shares, Classes, # issued & who to?** | | | | | |
| **Common Shares** | *Y* | *Y* | *Class A Common, 100 @ $1* | | | | | |
| **Class A Pref. Shares** | *N* | *N* |
| **Class B Pref. Shares** | *N* | *N* |
| **Officers of Company**  *As minimum need president, secretary, and treasurer*  *Add any necessary*  *Include email addresses and dates of birth* | **President:** | *Joe Public* | | **Email:** | | *joepublic@gmail.com* | **DOB:** | *Yyyy-mm-dd* |
| **Secretary:** |  | | **Email:** | |  | **DOB:** |  |
| **Treasurer:** |  | | **Email:** | |  | **DOB:** |  |
| *Additional officer information* | | | | | | | |
| *\*One person (Owner) can be all 3 or often is President and appoints someone else to be Secretary/Treasurer - S/T can be combined to one person. Please include name, address, and residency if other than owner indicated above.* | | | | | | | | |