

Corporate Documents Checklist

Here is a list of documents and paperwork to secure for your corporation.

Keep the following forms in your minute book:

- Articles of Incorporation
- Corporate Bylaws
- Directors' and Shareholders' Resolutions
- Shareholder Agreement
- Certificate of Incorporation
- Copies of Filings (Initial and Annual Returns)
- Provincial Permits and Registrations
- Officer/Director Consents
- Proxies or Shareholder's Representative documents
- Share certificates, debt obligations, membership records
- Corporate guarantees
- Notice of changes to address, name, or directors
- Business number and registration

Other important documents and paperwork to have for your corporation:

- Employee documents
- Commercial Lease or Purchase Agreement
- Financial statements, banking, loan, and investor information
- Business Plan
- NUANS or corporate name search reports
- Documentation relating to trademarks
- Patents