

**INSTRUCTIONS FOR INCORPORATION WITHOUT SHARE CAPITAL
CHARITABLE ORGANIZATION**

TO: CHAUHAN & ASSOCIATES
Barristers & Solicitors
330 Highway 7 East
Suite. 309
Richmond Hill, Ontario
L4B 3P8
Tel: 905-771-1235
Fax: 905-771-1237
E-mail: jaylawyer@hotmail.com

PLEASE COMPLETE AS MANY DETAILS AS POSSIBLE AND DISCUSS WITH US
THEREMAINING PARTICULARS.

1. PROPOSED NAME OF CORPORATION

Please suggest alternative names in order of priority so that if the particular name you have in mind is not acceptable, other names can be used. First part of the name should be distinctive and the rest descriptive of the work which will be done.

2. ONTARIO OR FEDERAL CORPORATION

Whether the corporation is to be formed under the laws of the Province of Ontario or under the laws of Canada. If you plan to be in a province office then a federal corporation may be desirable.

3. HEAD OFFICE ADDRESS

The head office should usually be the principal place of activity of the organization. This address will be checked out by the local Police Department.

4. NAME OF FIRST INCORPORATORS

You may need 3 to 10 incorporators depending on the nature of the corporation. Write names and addresses:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

5. NUMBER OF DIRECTORS

Names of first directors and their addresses.

- 1
- 2
- 3

6. QUORUM

What will be the quorum for the director's meetings?

7. OFFICERS

Please state the names of the persons who will be occupying the following positions:

Name	Address
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President:

Vice-President:

Secretary/Treasurer:

8. OBJECTS CLAUSE

Objects and purpose for which the corporation is to be incorporated. Define in detail.

9. CHARITY

Do you wish to have the organization registered as a charity under the Income Tax Act?

10. MEMBERSHIP

What qualifications will you have for a person to be a member?

11. BANK

Name and address of the bank where you wish to maintain an account for the corporation:

12. SIGNING OFFICERS

Name of the person or persons or officers who should have signing authority for cheques:

13. AUDITOR

Please state the name of the auditor and his full address and telephone number.

14. FISCAL YEAR END

The financial year-end of the corporation:

15. RETAINER

I agree to pay a retainer and the fees.

Client's signature