

# Registration Costs (GST included) Federal Corporations

Prices updated November 2004 and are subject change.

**Note: Canadian Corporate & Trade Name Searches are unable to register Federal companies. Cost for a Federal Nuans report is \$45.00.**

Hard copy forms can be obtained from your nearest Industry Canada office. The name that appears on the Nuans report has to Match the name on the registration forms.

For general information on existing Federal Companies that you want additional information on:  
Call Reference Canada at 1-800-667-3355 or 613-941-9563

## Federal Corporations

<p>Instructions in filing a hard copy to Industry Canada: After filling out the forms, submit with the Nuans report, and mail to the address listed on the forms or deliver in person to Industry Canada. Please keep in mind that you <u>may</u> also have the additional costs of registering the same company name in the province in which you reside.</p>	\$250.00
<p>Federal cost to register on-line: Go to <a href="http://www.strategis.ic.gc.ca">www.strategis.ic.gc.ca</a> Click on Federal Corporations and follow the guidelines. Please note the following is only a guideline and is subject to change. The following is only intended to give you an idea on what you can expect when registering on line.</p> <ul style="list-style-type: none"> <li>• Be sure to have the Nuans number (located in the heading of the Nuans report)</li> <li>• Your credit card handy</li> <li>• A legal land description – if you have a PO Box address or a RRI address</li> <li>• Know what your share structure is (e.g. 100 Class A non-voting) before processing the information that is required.</li> </ul> <p><b>Note:</b> information can be saved up to 20 days in the registry should you need to exit for any reason. Keep a written record of the PIN number that is issued to you upon saving, and remember the Password that you want to use. You will need both of these before you can re-enter to complete the filing process.</p> <p>After filling out each STEP press <u>Continue</u>. If you do not fill out each STEP correctly the screen will ask you to correct the information before you can proceed to the next STEP.</p> <p>To Start go to <a href="http://www.strategis.ic.gc.ca">www.strategis.ic.gc.ca</a> web site:</p> <ol style="list-style-type: none"> <li>2. Click on <u>English</u></li> <li>3. Click on <u>Federal Corporation</u> (located in the list on the right hand side of page)</li> <li>4. Click on <u>Online Filing</u> (located in the list on the left hand side of page)</li> <li>5. Click on <u>Register</u> found in text of the first paragraph under the tile "Corporation Canada Online Filing Centre"</li> <li>6. Choose a <u>User Name</u> (6 characters or longer)</li> <li>7. Choose a <u>Password</u> (6 characters or longer)</li> <li>8. Re type your password</li> <li>9. Type in a <u>Secret Question</u> (e.g. "What is my mothers name?")</li> <li>10. Type in your answer to the question (e.g. Answer: Mary Brown)</li> <li>11. Re type in your answer to the question</li> <li>12. Press <u>Continue</u></li> </ol> <p><b>STEP 2</b> Click on <u>Non-Pre Approved Name</u></p> <ol style="list-style-type: none"> <li>1. Enter proposed business name</li> <li>2. Enter nuans report number (found in the heading of the nuans report)</li> <li>5. Enter Yes Click on <u>Continue</u></li> </ol> <p><b>Note:</b> as you proceed thru the following steps some of the information that is entered is carried forward to the following pages so that you do not have to re-type in the information again (e.g. Your proposed business name)</p>	\$200.00

**STEP 3**

- 1.
- 2.
3. ENTER nature of business (what do you do?)  
The likely nature of its clientele (e.g. age group, other artists, etc.)  
The territory in which it is likely to operate (e.g. Edmonton)
4. From where did you get your proposed name? (I dreamt it, it has a family meaning, it best describes what I do as a business etc.)
5. Does your proposed name contain a personal name? (If not leave blank)
6. Is your proposed name confusingly similar to a Trade Mark? (If not leave blank)
7. Does your proposed name use the work Group (If not leave blank)  
Click on [Continue](#)

**Step 4**

- 1 Name of corporation
- 2 Leave blank
- 3 Territory which head office is located ( e.g. Alberta)
- 4 Write in share structure (e.g. 100 class A shares non voting)
- 5 Restrictions  
(e.g. None;  
OR if there are restrictions then write in "Only class A shareholders have the right to vote, and no shares of the corporation can be transferred without a majority vote;  
OR if your have many classes of shares eg 100 class A, 100 class B, 100 class C then you may want to enter a list of restrictions pertaining to those shares.)
6. List the number of directors (1 minimum and 7 maximum)
- 7 Restrictions (e.g. None) OR see the same rules as #5 above
- 8 Other restrictions (e.g. None)
- 9 Add personal information  
Is this incorporation a body corporate? (Yes or No) – usually the answer is No
- 10 Incorporations date (type in today's date)
- 11 Signature (type in your name)  
Date  
Incorporators signature  
Capacity – incorporator
- 12 Contact information  
Name  
Email  
Click [Continue](#)

**STEP 5**

- 1 Enter proposed name
- 2
- 3
- 4 Enter street address
- 5
- 6 Is there a change to the current mailing address?  
Click [Continue](#)

**STEP 6**

Enter Personal information/address etc.  
Click [Continue](#)

**Payment**

- #3 Continue to make payment
- #4 Save on Exist (you will be issued a number so you can re-enter to finish completing the application)  
The registry will  
hold the information that you have entered thus far for up to 20 days. After that you will have to start at STEP 1 and  
re-enter all the information again.

All hard copy requests should be sent in writing (including payment) to:

**Strategis Internet Address:** <http://strategis.ic.gc.ca>

Industry Canada

Canada Business

9<sup>th</sup> floor Jean Edmonds Towers South

365 Laurier Avenue West

Ottawa, Ontario K1A 0C8

Phone: 613-941- 9042 or Fax 1-866-333-5556

Email: [corporationscanada@ic.gc.ca](mailto:corporationscanada@ic.gc.ca)

**Canadian Corporate & Trade Name Searches** can assist you in registering your Alberta Company. See [Registration Costs for Alberta Companies](#), or call us at (780) 413-9022 or at 1-800-268-7054 (Alberta toll free) Fax: (780) 413-0166 or toll free Canada wide at 1-888-371-2851

- Print off the appropriate forms that are required
- Fill out all the information required
- Write down some form of ID you own – Example: Drivers License, and if your phone number does not appear on the forms then included it when you write in your ID number.
- To speed the process of getting registered, fax us the forms and we will register your company- usually the same day we receive your forms, we will then fax you a copy of your certificate then mail the original certificate or documents to you. Be sure to include your payment. We accept Visa and Master Card.

To register your company in any other province or territory other than Alberta please contact a listing in your local telephone directory (yellow pages) under the title of "[Search of Records](#)". The search houses listed will be able to assist you in directing you to where to register for that area.