



PROPULSIO 360°

MEMORY AID: INCORPORATION

For companies in **Quebec** and Canada with **Quebec registration**

At Propulsio 360, we understand that the incorporation process can be daunting. In creating our online incorporation platform, our mission was to make the process easier, faster and more affordable for our clients.

This checklist will help you understand the **process** and its implications

0 > 1 > 2 > 3 > 4

BEFORE STARTING

To proceed with incorporation, you must provide the following information via our platform:

- Name as shown on your identity document, address, date of birth and ID for each director
- Name as shown on your identity document, address and date of birth for each shareholder

For Canadian citizens and permanent residents, your Social Insurance Number will be required to register for taxes

STEP 1

Name reservation for your company

If the option is chosen, Propulsio will check the availability of the name and proceed with the name reservation, if this option is selected

STEP 2

Filing the articles of incorporation

- Propulsio will file the necessary documents to incorporate your company with the REQ or Corporations Canada
- REQ/Corporations Canada then issues the certificate of incorporation, which Propulsio will send you (the document contains your company number).

STEP 3

Corporate tax registration

- Propulsio will automatically register your company for corporate income tax
- Propulsio will register your company for source deductions and taxes (GST/QST), if this option is selected
- Processing time at Revenu Québec is approximately 30 days.
- Revenu Québec will send you your ClicSÉQR access codes and tax numbers by mail.
- You will receive your business number from the Canada Revenue Agency by mail.

STEP 4

Corporate Minute Book

- Propulsio will compile the electronic corporate minute book containing the certificate of incorporation, the initial declaration (for incorporation in Quebec) or the certificate of registration (for incorporation in Canada), resolutions, registers and share certificates.
- A physical version of the corporate minute book is available at an additional cost.

The incorporation process is complete

Documents to receive and keep along the way :

Certificate of incorporation
Company minute book
Business number
ClicSÉQR access
Tax numbers