

Ontario Incorporation Services

CorpoDesk — Service Overview

corpodesk.ca | hello@corpodesk.ca

I provide end-to-end administrative handling of Ontario business corporation incorporations — drafting the Articles, filing with the Ontario Business Registry, and preparing the corporate record and minute book. I do not provide legal advice and do not decide or recommend share structures. Filing proceeds only with your signed written authorization.

HOW IT WORKS

1. Submit the intake form

Submit the intake form on corpodesk.ca — I'll send you two short forms within 2–4 hours. One is for you to complete, one to forward to your client. Once both are submitted, I'll prepare the draft Articles within 24 hours.

2. Review, authorize, and pay

I submit the draft Articles along with a written authorization confirming all details and fees. Once signed and paid, I file the same day.

3. Filing and document preparation

I file with the Ontario Business Registry. The Ministry typically issues the Certificate within 1–3 business days — outside my control. I prepare all corporate documents concurrently.

4. Complete package delivered

Once the Certificate is received, I deliver the full corporate record and minute book — ready for your review and execution.

WHAT'S INCLUDED / WHAT'S NOT

Included

- ✓ Corporate Intake Questionnaire for your client
- ✓ Draft Articles of Incorporation
- ✓ Written authorization to file
- ✓ OBR filing via CorpoDesk's partner account
- ✓ Corporate records preparation
- ✓ By-laws, org. resolutions, share certs (firm's template)
- ✓ Directors, officers, shareholders registers
- ✓ Share transfer & stock transfer registers
- ✓ Minute book set-up, ready for execution

Not Included

- ✗ NUANS name search — ordered by you
- ✗ Federal incorporations — Ontario only
- ✗ Legal advice or share structure decisions

YOUR RESPONSIBILITY BEFORE I START

- Order the NUANS name search (if named company) and provide the reference number and report date
- Confirm the preferred incorporation date, number of directors, and officer titles
- Confirm class of shares, authorized share provisions, and price per share
- Provide your firm's templates for by-laws, organizational resolutions, and share certificates
- Review and sign the written authorization before filing proceeds

\$550

service fee + \$300 government filing fee

Total: \$850 per incorporation · Due upon execution of the written authorization · No HST applies

Questions? Email hello@corpodesk.ca — happy to help before you send anything.