Annual Corporate Resolutions

CorpoDesk — Service Overview

corpodesk.ca | hello@corpodesk.ca

I prepare standard annual corporate resolutions for Ontario lawyers — populating templates from the accountant's instruction letter and supporting corporate record you provide. I do not provide legal advice and make no legal determinations — all legal responsibility remains with you.

HOW IT WORKS

1. You upload two documents

Upload the accountant's instruction letter and the supporting corporate record directly through the form on corpodesk.ca. No calls required.

2. I prepare the package

I extract the data, populate all applicable resolution templates, and quality-check every document.

3. You receive, review, and pay

A ready-to-review Word document package, returned within 24 hours. You review, approve, and payment is due upon receipt.

WHAT'S INCLUDED / WHAT'S NOT

Included

✓ Shareholders' Minutes or Resolutions in Lieu
✓ Directors' Minutes or Resolutions in Lieu
✓ Directors' Financial Resolutions
✓ Management Salary Resolutions
✓ Management Bonus Resolutions
✓ Dividend Resolutions (eligible, non-eligible, combined)
✓ Section 148 Audit Exemption Consent
✓ All documents in Word (.docx), ready to edit

Not Included

✗ Redemption resolutions
✗ Legal advice or legal determinations
✗ Direct contact with your client

YOUR RESPONSIBILITY BEFORE I START

- Provide the accountant's instruction letter and supporting corporate record
- Confirm any missing or ambiguous details I flag back to you
- Review all completed documents before use or filing

$225

per current year file

$175 per backlog year, same file · Volume rate of $200/file when sending 10+ files to start · First file always complimentary · No HST applies

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