

Incorporation Instructions

General information

There are two ways in which you can become incorporated:

- You can use the online services. For more information visit: <http://www.ic.gc.ca/epic/site/cd-dgc.nsf/en/cs01358e.html>
- Head2Head can do it for you (if Head2Head processes your incorporation, the fees will be deducted from your pay)

In order to process your incorporation, you are required to fill in the following forms:

- **NUANS Report Request Form:** Sections 1, 2, and 3. If you wish to have Head2Head send in the documents and deduct the fees from your pay, do not fill in Sections 3.
- **Form 1 Business Incorporations:** in duplicate with original signatures on both copies.

If you wish for Head2Head to file on your behalf, please fill in these forms and return them via mail or in person to Head2Head, attention Elsa D'Souza. Once received, the amount of the transactions will be deducted from your next pay. If you wish to proceed on your own, follow the instructions set forth in the information.

Filling incorporation articles

Payee	Fee
Head2Head/Service Charge	\$80.00
Best Ontario Incorporators/Business Name Search	\$20.00 ¹
Courier Charges	\$10.00 ²
Ontario Minister of Finance/Filing of Articles	\$200.00
Total	\$310.00

Head2Head can also assist you with the Initial Return, Business registration, GST registration.

Name _____

Signature _____

Date _____

¹ Applies only if you want to register a specific Corporate Name. Otherwise you will receive a number company assigned by the Ministry of Finance.

² Courier charges subject to change