

**NEW CORPORATION QUESTIONNAIRE**

**1. Company Name**

- a. Would you prefer a numbered corporation or a named corporation?  Numbered  
 Named
- b. If you would prefer a particular name, what name would you like your corporation to have? \_\_\_\_\_
- c. Which designation would you prefer for your corporation name? *(There is no legal difference; it is entirely your preference.)*  Ltd.  
 Inc.  
 Corp.

**2. Contact Information**

- a. What is the Business Mailing Address? \_\_\_\_\_  
\_\_\_\_\_
- b. What would you like your Registered and Records Office address to be? *(This is the address where notices may be served on the Corporation and where your Minute Book is kept.)*  KH/Dunkley Law Group  
 \_\_\_\_\_  
\_\_\_\_\_

*KH/Dunkley Law Group regularly acts as the Registered and Records Office for our clients. We will maintain your Minute Book by filing annual returns, preparing corporate resolutions, act as Agent for Service, and so forth.*

- c. Who will you appoint as the Agent for Service? *(The Agent for Service must have an Alberta mailing Address. Only needed if you do not use our office as your Registered Office Address.)*

<u>Name of Individual</u>	<u>Mailing Address</u>	<u>Email</u>	<u>Phone</u>
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_____	_____	_____	_____
_____	_____	_____	_____

**3. Shareholders**

Who will be the shareholders?

<u>Name of Individual or Corporation</u>	<u>Mailing Address</u>	<u>Number &amp; Class of Shares</u>
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- |          |       |       |
|----------|-------|-------|
| a. _____ | _____ | _____ |
|          | _____ |       |
| b. _____ | _____ | _____ |
|          | _____ |       |
| c. _____ | _____ | _____ |
|          | _____ |       |
| d. _____ | _____ | _____ |

**4. Directors**

Who will be the directors?

<u>Name of Individual</u>	<u>Mailing Address</u>	<u>Canadian Resident</u>
a. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	
b. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	
c. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	
d. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	

**5. Officers**

Who will be the officers? (*One person can hold more than one office*)

<u>Name of Individual</u>	<u>Mailing Address</u>	<u>Position</u>
a. _____	_____	<b>President</b>
	_____	
b. _____	_____	<b>Secretary</b>
	_____	
c. _____	_____	<b>Treasurer</b>
	_____	

**6. Other Comments, questions and/or concerns:**
