

2016 INCORPORATION INFO SHEET

PLEASE NOTE: We strongly recommend that you personally discuss incorporation with your accountant to determine whether setting up a Holdco and/or an OPCO is in your best interest. If you do not know all the answers to the questions below, your accountant may be able to assist you based on your discussions regarding the benefits of incorporation.

1. Would you like your corporate name to be a numbered company (eg. 1234567 Manitoba Ltd.) or would you like to chose it's name (eg. Eye for Business Ltd.)? _____
 - a. If you would like a named corporation, have you reserved your Corporation's name with the Companies Office of Manitoba? (yes/no)
 - b. If no, please provide 3 names that you would like us to search for you, in order of preference:

2. What is the nature of the business to be conducted by the Corporation? (eg. Trucking Company)
3. Who is your accountant that you authorize us to correspond with regarding your matter? Please provide the accounting firm's name, telephone number and email address:
4. Please provide the full legal names of the Incorporators (First Directors), their home address and phone number.
5. Please provide the full legal names of the Officers of the Corporation (eg President, Vice-President, Treasurer, Secretary)? Please note that one person can hold more than one office.
6. In discussions with your accountant, who will be the Shareholders of the Corporation and what class of shares will they own? (eg. voting, non-voting, common, preference) (full legal names required)

7. Are you a director or shareholder of any other corporation? If so, please provide particulars:

8. Is the incorporation time sensitive or is the Companies Office's 3-5 week standard turnaround time sufficient?

9. Do you plan to do business in any other province in Canada. If so, which ones:

10. What town/city/area of Manitoba do you plan to do business in? _____

11. Do you currently have a GST/PST/WCB or other government account set up under your business? _____
If so, we would advise you to immediately consult with your accountant as to whether that/those account(s) are to be terminated and all new accounts immediately set up for your new corporation, or if they should continue. In any event please be sure that immediately upon confirm by our office that that your corporation is effective, you forthwith set up the required government accounts for your new corporate entity, as they WILL NOT automatically transfer.

12. What date will your new corporation's fiscal year end be? _____

13. Do you have any assets in your current business? If so, please discuss how the assets will be owned upon incorporation, as it may be that ownership of some or all of these assets may need to be transferred to the new corporation. In that event, we will require written instructions from your accountant in relation to same.

Once we have the answers to the above questions, we can begin setting up your file. A \$1,250.00 retainer is required for a regular incorporation (2-5 week turnaround time) and a \$1,500.00 retainer is required for an expedited incorporation (2-3 day turnaround time). We will collect the retainer from you at our first meeting by way of credit card or cheque (a certified cheque will be required if paying by cheque if the service is expedited). All cheques are to be payable to Duboff Edwards Haight & Schachter. We will review with you at that time the breakdown of fees and disbursements so you are aware of all costs associated with incorporation.

We thank you for considering the services of our firm and we invite you to contact our office in the event you have any questions regarding this process.

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