**CHARITABLE ORGANIZATION**

**INSTRUCTION**

TO: JAY CHAUHAN

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Please complete as many details as possible and discuss with us the remaining particulars.

1. Proposed name of corporation:

Please suggest alternative names in order of priority so that if the particular name you have in mind is not acceptable, other names can be used. First part of the name should be distinctive and the rest descriptive of the work which will be done.

2. Ontario or Federal Corporation:

Whether the corporation is to be formed under the laws of the Province of Ontario or under the laws of Canada. If you plan to be in a province office, then a federal corporation may be desirable.

3. Head office address:

The head office should usually be the principal place of activity of the organization. This address will be checked out by the local police department.

4. Name of first incorporators:

You may need 3 to 10 incorporators depending on the nature of the corporation. Write names and addresses:

 1. 5.

 2. 6.

 3. 7.

 4. 8.

 5. 9.

 6. 10.

5. Number of directors:

The names of first directors and their addresses:

 1.

 2.

 3.

6. Quorum:

What will be the quorum for the director’s meetings?

7. Officers:

Please state the names of the person who will be occupying the following positions:

President:

Vice-President:

Secretary/Treasurer:

8. Objects clause:

Objects and purpose for which the corporation is to be incorporated. Define in detail.

9. Charity:

Do you wish to have the organization registered as a charity under the Income Tax Act?

10. Membership:

What qualifications will you have for a person to be a member?

11. Bank:

Name and address of the bank where you wish to maintain an accountant for the corporation:

12. Signing officers:

Name of the person or persons or officers who should have signing authority for cheques.

13. Auditor:

Please state the name of the auditor and his full address and telephone number.

14. Fiscal year end:

The financial year-end of the corporation:

Please attach additional pages as necessary.

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.