

Toll Free: 1-888-371-8900

Toll Free Fax: 1-888-634-0945

CORPORATE INFORMATION FORM

Identification Details:

Contact Information:

Legal Name of Corporation:	Contact Name:
Trade Name of Corporation:	Phone(s):
Business Identification Number:	Fax(s):
What type of business?	Email:

Physical Address: (Including Postal Code)

Mailing Address: (Including Postal Code)

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Details

Date of Incorporation:	N.B. WHSCC Number:
Province of Incorporation:	HST Number:

Director(s):

Name:	Address:	Phone:	Fax:	Email:

Shareholder(s):

Name:	Address:	Phone:	Fax:	Email:

Company Solicitor:

Company Accountant:

Name:	Name:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

Why did you choose our firm?

<input type="checkbox"/> Yellow Pages <input type="checkbox"/> Internet Search <input type="checkbox"/> Advertising <input type="checkbox"/> Referral - by whom? _____
<input type="checkbox"/> Other - Please specify: _____

Books and Records

Location of Books and Records?

Books and Records are currently up to date? [] Yes [] No

Insurance:

Insurance Company?

Type of Insurance Coverage?

Agent's Name?

Insurance paid up to date? [] Yes [] No

Agent's Phone #?

Expiry Date?

Tax Information:

Date of Corporate Year End? _____

Date of Last Financial Statement? _____

Last Tax Return was filed for what year? _____ How much do you anticipate owing? _____

Last HST return was filed for what period? _____ How much do you anticipate owing? _____

Last Payroll Remittance was filed for what period? _____ How much do you anticipate owing? _____

Employment:

How many employee(s) are currently working for your company?

What is the maximum number of employee(s) your firm has employed, at one time?

How many employee(s) have been terminated / laid off in the past 6 months?

What, if any, wages are currently outstanding?

How much, if any, source deductions are currently outstanding?

How much, if any, vacation pay is currently owed?

Within the past 1 year, either in Canada or elsewhere has the company:

Sold or Disposed of any assets: Yes () / No ()

Paid any dividends? Yes () / No ()

Made payments above regular payments to creditors: Yes () / No ()

Had any assets seized by any creditor? Yes () / No ()

Within the past 5 year(s), either in Canada or elsewhere has the company:

Sold or disposed of any of your assets or property? Yes () / No ()

Made gifts to relatives or others in excess of \$500.00? Yes () / No ()

The following is a guide to help you gather any additional information which might be useful when reviewing your company's options. This information allows us to quickly assess your situation, answer questions and dispel rumours.

Please remember the more accurate and complete the information you provide, the more accurate and complete the information we can provide in return.

Initial consultations are confidential and without fee or obligation.

Additional Information (If available)

Financial Information:

- Copy of the most recent financial statement.
- Copy of accounts receivable list.
- Copy of accounts payable list

Tax and Government Information:

- Tax Return - Copy of most recent return
- Source Deductions - Copy of most recent filings
- GST / HST – Copy of most recent filings

Legal Actions:

- Copy of Notices or Demands from Secured Creditors
- Copy of legal proceedings by creditors
- Copy of Judgements by creditors

Security Agreements:

- Copy of any security agreements

Notes: _____
