



## First Time Corporate Year End Checklist

Company Name: \_\_\_\_\_ Year end \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone Number \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Incorp. Date: \_\_\_\_\_ Engagement: \_\_\_\_\_ Business # \_\_\_\_\_

### Principals:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ SIN \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ SIN \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ SIN \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ SIN \_\_\_\_\_

Previous Accountants: \_\_\_\_\_

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- Previous year Financial Statements(if applicable)
  - Previous year T2 Tax Return (if applicable)
  - Certificate of Incorporation
  - Memorandum / Articles of Association
  - Members / Shareholders Register
  - Directors Register
  - Minutes / Agreements / Leases
  - Latest Annual Report
  - Other (specify) \_\_\_\_\_