



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) _____