

ANNEX 1
Sample Letter to Corporations Canada for Continuance

Date:

Current Corporate Number:

To: Corporations Canada
Industry Canada
9th Floor, Jean Edmonds Towers South
365 Laurier Avenue West
Ottawa, Ontario K1A 0C8

Enclosed are:

1. Application for Incorporation (2 copies) in the name _____.
2. By-laws (1 copy) (please indicate which situation applies to the by-laws):
 - Corporations Canada model by-laws.
 - OR**
 - previously approved by Corporations Canada standard by-laws with identifier no. _____.
 - OR**
 - unique by-laws (i.e., not Corporations Canada model by-laws and not previously approved by Corporations Canada with an identifier number).
3. Statutory Declaration of one applicant sworn before a commissioner for taking oaths.
4. Two (2) certified copies of the directors' resolution which was duly approved by the members [two certified copies of the members' resolution, duly passed]
5. NUANS® name search report not more than 90 days old (please indicate which situation applies to the NUANS® report):
 - If you requested prior approval of your name: the letter from Corporations Canada approving your name _____.
 - OR**
 - If you did not request prior approval of your name: a NUANS® report not more than 90 days old as well as information pertinent to the name _____.
 - OR**
 - A cheque payable to the Receiver General for Canada in the amount of \$15.00 being the filing fee for searching one proposed name. Bilingual names normally require 2 searches.
6. Cheque for \$200 payable to the Receiver General for Canada.

The street address of the head office is:

SIGNED:

NAME:

ADDRESS:

TELEPHONE NUMBER: