

BRIEF SUMMARY

OF STEPS TO BE TAKEN IN INCORPORATING AND ORGANIZING A COMPANY.

(Items marked "*" are not necessary in case of a private company.)

PREREQUISITES TO INCORPORATION:

File the following documents with the Registrar of Companies:

- (a) Memorandum of Association. (Section 13.)
- (b) Articles of Association (unless Table A is adopted without modification). (Section 20.)
- (c) Statutory Declaration as required by Section 27.
- (d) Notice of Situation of registered office. (Section 70.)
- (e) Cheque for Fees (Table A).
- * (f) Consent and agreement where any person is appointed a director by the Articles. (Section 80.)
- * (g) List of persons who have consented to be directors. (Section 80.)

HOLD MEETING of Subscribers to Memorandum of Association if they have power to appoint first directors. See Table A, Clause 68.

HOLD MEETING of First, or Provisional, Directors.

***FILE PROSPECTUS** (if any). Sections 80, 89 and 90.

***TO OBTAIN CERTIFICATE** authorizing Company to commence business:

- (h) Make Allotment of Shares as required by Section 94.
- (i) File with Registrar Statutory Declaration required by Section 96.
- (j) If no Prospectus issued, a Statement in Lieu of Prospectus must be filed. (Section 91.)

STATUTORY MEETING:

* (k) Forward Statutory Report to shareholders, and file copy with Registrar. (Section 73.)

- (l) Hold meeting. (Section 73.)

(For fuller summary of steps, see Pages 115 to 117 of this book.)