KD PROFESSIONAL SERVICES CORP.

New Corporate Client Checklist

Below is a list of documents that must be submitted to KD. Kindly use this checklist to ensure that you have provided us with the necessary documents to be able to complete your onboarding with KD.

Initial Items Needed from Client	**Completed**
Complete Client Information Sheet	☐
Prior Year T2 (Corporate Income Tax Return) and Financials (unless never filed)	☐
GST information (original registration with CRA, last return filed, reporting period)	☐

Minute Book Information	**Completed**
Certificate of Incorporation	☐
Articles of Incorporation	☐
Registration Statement	☐
Shareholders ledger (E.g. number of shares, price per share and classes of shares)	☐
Directors Register	☐
Last filed annual return (If applicable)	☐
Changes filed with Registries (If applicable. E.g. company name, amendments, directors, shareholders, etc.)	☐

Further Items Needed (after discussion with KD)	**Completed**
Annual Return Confirmation filled out and signed	☐
Initial Intake Questions Answered with year end (s) already completed	☐
CRA Authorization	☐
Engagement letters and/or Business Package Agreement	☐

Note: Some items may already be checked off by KD as we have already received a copy of the document from you. You will only need to provide us with the items that are not checked off.