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Alberta Corporate Minute Book Template

To protect yourself you should have a minute book set up which clearly shows ownership and it is prudent to also have a shareholders agreement prepared by a competent solicitor.. The speaker was Darlene Lafond, Master Tax Accountant, Registered Public Accountant in Alberta.. Resources for Canadian Business Owners has over 30 years' experience in setting up, maintaining and rectifying the most complex of corporate minute books.. Looking for information on? On this page • •

Maintaining corporate records Your corporation must keep certain corporate records at its registered office (or at some other location in Canada, as set out by the directors).. As you can also imagine time is usually of the essence when a minute book is requested for review and that again can increase the cost of having one set up and documented.. By law these must be documented and filed with the government The professional who sets up your company knows what these are, will file them upon incorporation as required and let you know what will need to be done in the future.. Shareholders agreements are frequently prepared in addition to the set up of the minute book to ensure all parties are protected.. Was hoping to simply purchase a corporation minute book template from Staples or.. Lawsuits are in the courts every day over problems that occur amongst shareholders of companies.. The main purpose of the webinar was to explain a bookkeeper's responsibility with.

Why a Company Needs a Minute Book – Extra Costs Will be Incurred There are many reasons why a minute book may be requested.. As well, if the company has been around for many years that can increase the cost of creating a new minute book.. Setting up your minute book and maintaining it as you go along will save you money and aggravation in the long run.. ? Possibly download a PDF template or ? I have done a Looking for information about an Alberta business? You need to obtain an Alberta Business Search for any business in Alberta.. If you wish to understand more about minute books refer to Partners in a Company

If you and a business associate start a company together and down the road there are problems, if there is no minute book set up and if approvals at meetings have not been documented properly, that person may be able to leave the company with more assets than he brought in because you will not be able to prove otherwise.. Download template resolutions, minutes • If the company is audited by the government it will be requested to present its minute book

Why a Company Needs a Minute Book – Annual Returns, Initial Returns, Notices of Change Certain returns and filings have to be done with respect to a new incorporation, on an annual basis and when changes have occurred in addresses, directors and officers.. In May 2011, I attended a webinar sponsored by IPBC on the Corporate Minute Book and annual registration requirements for CCPCs.. Basic information on maintaining the corporate minute book and your annual registration requirements.. Registered Public Accountant in Alberta Jan 25, 2018 - Download easy-to-use incorporation forms and corporate minute book forms for Canadian companies.

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If these filings and returns are not maintained properly your company may be dissolved for non-compliance of the laws.

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