

- 2) Incorporation
 - a) Explanation
 - b) Name
 - c) Professional Practice Companies
 - d) Registered and Records Offices
 - e) Authorized Share Structure
 - f) Special Rights and Restrictions
 - g) First Directors
 - h) Incorporators
 - i) Other Business Issues
 - j) Completing Party
 - k) Incorporation Documents
 - l) Incorporation Process
 - m) Completion of Incorporation
 - n) Incorporation: Procedure/Checklist
 - o) Incorporation Information Form
 - p) Name search/reservation
 - q)

- d) Shares
- e) Share Certificates
 - i. General Notes
 - ii. Face
 - iii. Back – Instrument of Transfer
- f) Affidavit of Applicant
- g) Policies on Noting Date and Time
- h) Transition Points
- 6) Directors and Officers
 - a) Explanation
 - i. Number
 - ii. Residency
 - iii. Personal Qualifications for election
 - iv. Prescribed Address
 - v. Share Qualification
 - vi. Election of Directors
 - vii. Casual Vacancy
 - viii. Increasing the Board
 - ix. Cessation or Resignation of Directors
 - x. Loss of Quorum
 - xi. If no Directors in Office
 - xii. Application to remove self as Director or Officer
 - xiii. Form 10 – Notice of Change of Directors
 - b) Officers
 - c) Liability of Directors and Officers
 - d) Disclosable Interest
 - e) Disclosure Statement
 - f) Indemnification of Directors and Officers
 - g) Restriction on Power
 - h) Procedure/Checklist for Change in Directors and Officers
 - i) Consent to Act as a Director or Officer
 - j)

