

NEW INCORPORATED BUSINESS

*Desktop or laptop computers are best since mobile devices such as phones and tablets are not compatible with our online system.

*The best internet browsers to use are either Mozilla Firefox or Google Chrome.

- Go to our website <https://ocbr.princeedwardisland.ca>
 - Create account in order to gain access to the system
 - Log in after successful verification
 - Click *Reserve a Name* choosing Incorporated as the type
 - Complete name reservation application (\$40)
 - You will receive two emails. First if the receipt, second contains *Company Pin & Key*
- You now have two options:**
- You can go through and register the business now **OR** wait until you have received the email stating your name has been approved (**NOTE: If you choose to register before approval you will receive an warning but you are still able to proceed.**)
 - Go back to the home page and search your business name
 - Click on *Manage This Business* **OR** *Incorporate Now*
 - Enter information that is requested (pin & key) hit retrieve (business name should be generated)
 - Continue through process

You will need to lay out some of the legal aspect of your company including:

- Minimum and maximum directors for the company
 - Authorized share capital of the company
 - Classes and types of shares
 - If they are voting or non-voting
 - If there are dividends associated with them
 - What happens in regards to a dissolution to the company
 - Rights, restrictions and privileges of the shares
 - Restrictions on share transfer
 - Restrictions on business
- If you are unsure the appropriate respond please contact a lawyer or legal assistance**
- Complete application
 - Submit \$215 payment

Once payment is successful you will receive an email confirming the payment and the registration will go into review for our office. As soon as we approve the Registration, all listed contacts will receive a Certificate of Incorporation as well as Articles of Incorporation sent to their emails as well as all future renewal notices.

Our office recommends filing the company key in a safe place as it will be essential to gain access to your business in the future. If at any time the key has been lost/misplaced, you can regenerate a new key to be sent to the email of the listed contacts. If you have questions please contact our office 902-368-4550 or askcorporateregistry@gov.pe.ca