

## YUKON BUSINESS CORPORATIONS ACT

### GENERAL ADMINISTRATIVE REQUIREMENTS

The provisions listed below are for general guidance only and do not necessarily cover all requirements.

Every Corporation incorporated/extra-territorially registered in Yukon is required to:

1. File an Annual Return on or before the last day of the month following the anniversary month of incorporation. [s.267] (Form 1-04) The filing fee is \$15.00.
2. File a Notice of Change of Directors within 15 days of any change. [s.114] (form 1-03) The filing fee is \$15.00.
3. File a Notice of Change of Address within 15 days of any change of registered or mailing address. [s.22] (Form 1-03) The filing fee is \$15.00.

Please note: **All forms must be submitted in duplicate.**

4. Set out the complete corporation name in legible characters in all contracts, invoices, negotiable instruments, written advertisements and orders for goods and services issued or made on behalf of the Corporation. [s.12(7)]
5. Register under section 87 of the Partnership and Business Names Act any name other than its corporate name under which the corporation carries on business or identifies itself. [s.12] The filing fee is \$25.00 for a 3 year registration.
6. Call an annual meeting of shareholders to be held not later than 18 months after the date of incorporation. [s.134]
7. At each annual meeting appoint an auditor or by unanimous approval, not appoint an auditor.
8. At least 21 days before each annual meeting of shareholders send a copy of its financial statements to each shareholder. [s.161]

After issue of the Certificate of Incorporation, a meeting of the directors of the Corporation shall be held at which time the directors may:

- a) Make by-laws.
- b) Adopt forms of security\*, certificates and corporate records.
- c) Authorize the issue of securities.
- d) Appoint officers
- e) Appoint an auditor to hold office until the first annual meeting of shareholders.
- f) Make banking arrangements.
- g) Transact any other business. [s.105]

\* Security includes a share or debenture or similar evidence of indebtedness.

The Corporation is to ensure that its registered office and its records office are accessible to the public during normal business hours and readily identifiable from the address given. [s.22]

The Corporation is to prepare and maintain at its records office, records containing:

1. Articles, by-laws and all amendments thereto.
2. Copies of any unanimous shareholder agreements and all amendments thereto.
3. Minutes of meetings and resolutions of shareholders.
4. Copies of all Notices of Directors and Change of Directors.
5. A securities register.
6. Copies of the financial statements, auditor's reports and other pertinent information.
7. A register of director's disclosures. [s.23]