

Business Compliance Checklist

Corporate Governance & Filings

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- File [Ontario/Federal](#) Annual Returns and maintain corporate minute book (articles, amendments, by-laws, registers, certificates and ledgers).
- File Notices of Change with the [Ontario Business Registry](#) or [Corporations Canada](#), if applicable.
- Prepare annual resolutions for financial statements, audit exemptions and director appointments and if applicable, dividend declarations or other corporate actions requiring shareholder or director approval.
- [Renew your business name](#) every 5 years if operating under a trade name.

Tax & Regulatory

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- Ensure you have a [CRA Business Number](#) and register for applicable CRA program accounts (e.g., GST/HST, import/export) linked to your BN.
- [Find out](#) if you need to register for GST/HST, and register [here](#).
- Open a [Business Account](#) with CRA
- File T2 corporate tax return within 6 months of fiscal year end.
- Remit GST/HST and payroll deductions on required monthly/quarterly schedules.
- File [EHT](#) return if payroll exceeds exemption threshold.
- Use [BizPal](#) to identify and obtain required permits and licenses for your business.
- Confirm local licensing requirements with your municipality.

Employment & Workplace

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- Payroll Registration: Register with [CRA](#); remit CPP, EI, and tax deductions.
- Prepare and file T4/T4A slips if you pay employees or certain contractors.
- Follow [Ontario Employment Standards Act](#) requirements.
- Most businesses with employees must register for WSIB; find out [here](#).
- [Register for WSIB](#) if required.
- Create and review mandatory policies regarding [Health & Safety](#), [Violence & Harassment](#), AODA compliance.
- [Posters](#): Post required workplace notices in a conspicuous location, including the OHS "Prevention Starts Here" poster, and the WSIB "In Case of Injury" poster.

Privacy & Digital

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- Ensure website has Terms of Use, Privacy Policy, and Cookie Disclosures.
- Maintain [PIPEDA](#)-compliant privacy policy for personal data collection.
- Follow [Canada's Anti-Spam Legislation \(CASL\)](#) for email marketing. (opt-in & unsubscribe)
- Conduct annual cybersecurity risk assessment.
- Review and update privacy policies and online disclosures annually or after significant operational changes.
- Train employees on cybersecurity awareness and phishing prevention.

The Information is for informational purposes only and is not intended to provide specific financial, investment, tax, legal, accounting or other advice to you, and should not be acted or relied upon in that regard without seeking the advice of a professional. Your advisor can help to ensure that your own circumstances have been properly considered and any action is taken on the latest available information.

Intellectual Property

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- Determine your IP assets.
- Discover how to identify and protect your IP at the [Canadian Intellectual Property Office website](#).
- **Trademark:** Search [existing registrations](#) and apply if your mark is available
- **Patent:** Check [patent database](#) for your invention and file application if clear
- **Copyright:** Review [database](#) for existing rights and register if none found
- **Industrial Design:** Search [database](#) to confirm design protection status
- Include IP clauses in contracts and actively monitor for infringement
- Secure registration of your website domain
- Access additional resources through the Canadian Intellectual Property Office website
- Make nondisclosure agreements when sharing proprietary ideas with third parties

Additional Compliance Areas

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- **Environmental & ESG**
 - Maintain permits and waste disposal records and consider ESG frameworks for investment readiness
- **Insurance & Contracts**
 - Complete annual review of all insurance coverage and key business agreements
 - Review leases, client/vendor agreements, and financial agreements annually
 - Prepare business succession plan
- **Cross-Border**
 - File Investment Canada Act returns and CRA foreign reporting (T1134/T1135) for foreign affiliates/property over \$100K
- **Beneficial Ownership**
 - Track individuals with 25%+ ownership in [Ontario Transparency Registry](#) and [Federal Registry](#)
- **Financial Controls**
 - Maintain dedicated business accounts, dual signatures, 6-year record retention, and complete annual loan agreement reviews
- **Industry Licensing**
 - Renew professional licenses (LSO, FSRA, AGCO, etc.) and file required compliance reports

 **Need Help?** Contact [Insight Law Firm](#) for personalized compliance guidance tailored to your business needs.

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