{{p letter\_date\_insert}}

**{{corp.name}}**

{{president.pres\_address}}

{{p letter\_attn\_insert}}

Dear {{president.pres\_salutation}}

|  |  |
| --- | --- |
| **Re:** | **{{corp.name}}**  **{{corp.incorp\_prov}} Incorporation** |

I am pleased to report that {{corp.name}} is registered to carry on business in {{corp.incorp\_prov}}. I have enclosed:

1. my bill for payment;
2. Certificate of Incorporation;
3. Articles of Incorporation;
4. Registration Statement;

{%p if nuans\_tf %}

1. a copy of the NUANS (name reservation) Report;

{%p endif %}

1. Bylaws; and
2. Consent to Act as a Director.

I confirm that:

a. we incorporated {{corp.name}} on {{corp.incorp\_date|toDate("June 3, 1990")}};

b. we will keep your Minute Book {% if corp.seal %}and Corporate Seal {% endif %}at our office; and

c. any director or shareholder of the corporation may pick up the Minute Book {% if corp.seal %}or Corporate Seal {% endif %}at any time. We keep a record of when the Minute Book {% if corp.seal %}or Corporate Seal {% endif %}is taken, who takes it, and the date on which it is returned.

Each year, we charge an annual fee to the corporation in the amount of {% if corp.extra\_prov\_tf %}$400.00{% else %}$300.00{% endif %}. We bill our annual fee on the anniversary date of the Corporation's incorporation each year. Our annual fee covers:

i. general legal advice provided to the corporation;

ii. preparing and filing the required annual return in {{corp.incorp\_prov}};

iii. preparing and arranging for the signing of the annual resolutions required by {{corp.incorp\_prov}}; and

iv. notifying you of any documents served on your registered office and any correspondence received by us as your registered office.

Any out-of-pocket expenses and other charges we incur during the year for such things, as preparing and filing the annual returns, will be billed to you as they are incurred. Services not covered by the annual fee will be charged at our hourly rates or a flat fee basis depending on the nature of the services.

If you have any questions, please feel free to call me.

{{p letter\_closing\_insert}}