



Business Name: _____

Fiscal Period: _____

A. Fiscal Year End Documents

- Bank Statements
- Investment Statements
- Credit Card Statements for Corporation Usage
- Sale Invoices / Summary of Sales
- Expenses Receipts & Invoices
- Documentation on Asset Purchases (e.g. Automobile, Equipment, Furniture)
- Loan Statements, Line of Credit Statements, or Lease Agreements
- Inventory on Hand
- Records of GST, PST and Corporate Tax Returns & Instalment(s)
- Payroll Information, Payroll Remittances, and WorkSafeBC Payments
- Records of Shareholders' Transactions
- Other: _____

B. Minute Book Documents (for New Clients)

- Incorporation Certificate
- Central Share Registry
- Directors Registry
- Shareholders' Agreement
- Share Purchase Agreement
- Other: _____