



Guide

How to Incorporate Your 4WD Club as a Not-For Profit Corporation

“Should my club incorporate?”, is a question the OF4WD often hears. Many clubs incorporate with no real need, and others probably should incorporate and have not. The OF4WD has formulated this guide for the purposes of aiding those thinking of incorporating in the process and explaining some of the reasons which can help determine whether incorporating is right for your club. Incorporation never “hurts”, but it may be unnecessary in your particular case.

Who Should Incorporate:

- Clubs who run large scale events.
- Clubs who have significant funds in reserve.
- Clubs who desire to achieve a higher level of organization
- Clubs with members who desire the least amount of liability exposure.
- Clubs needing to book any facilities under their club name.

Who Should Not Incorporate:

- Clubs who are “Loosely Organized”.
- Clubs who do not run events.

Remember that until you incorporate, your club does not exist! Practically, you cannot do anything “official” (even getting a club mailbox) for your club if you do not exist...

Incorporating as a Not-For-Profit:

Step#1: Perform a NUANS search for your clubs name.

This must be done through a NUANS provider and cost as little as \$20 and can often be done online. A list of approved NUANS search houses can be found here for both online and in-person searches (http://www.nuans.com/houses-maisons/sh_form-forme_mr_en.htm).

Step#2: Complete the necessary forms from the Ministry of Government Services.

Note that the forms (and costs) are different for organizations incorporating within Canada or Ontario Only. Forms and instructions can be found here (<http://www.cbs.gov.on.ca/mcbs/english/4VWQQC.htm>). Please make sure that you fill out the appropriate forms for a not-for-profit corporation and **do not fill out the charitable not-for-profit forms** as these do not apply to us.

Step#3: Complete a Cover letter.

In it set out the name, address and telephone number of the person or firm to whom the Letters Patent, or any correspondence should be mailed. This must go along with the other forms to the Ministry.

Step#4: Send the Money.

Have a personal cheque, certified cheque or money order (Payments can also be made by Credit Card in person only at the branch.) drafted for \$155 to the Minister of Finance and sent to the following address along with the forms outlined above;

Companies and Personal Property Security Branch
Ministry of Government Services (MGS)
Suite 200
393 University Avenue
Toronto, Ontario M5G 2M2

That's it! For a detailed set of instructions and FAQs visit the following website (http://www.cbpc.org/servlet/ContentServer?cid=1085667966184&pagename=CBSC_ON/display&lang=en&c=Regs)