

Part I: Corporate Records 101

Business Law Section

Date: Thursday, February 20, 2025 | 1:00 pm to 4:00 pm

Location Webinar

Program Chairs: **Avram Musafija**, EY Law LLP
Carrie Ritchie, Ritchie Smyth Lawyers



This program contains:
Ohr 30m of Professionalism Content
2hr 30m of Substantive Content

This must-attend session will equip you with a strong foundation in managing and maintaining corporate records. Our expert faculty will provide step-by-step practical guidance on the essentials of corporate record-keeping, including:

- Minute Book Basics: understanding the components and structure of a corporate minute book.
- Forming the Foundation: completing articles of incorporation, form 1 filings and review of Ontario Business Registry process.
- Annual Maintenance: requirements and best practices for staying compliant
- Minute Book rectification and resolution
- And more

Register now to be ready to confidently manage corporate records and ensure compliance!

1:00 pm Welcome and Opening Remarks

1:05 pm **Articles of Incorporation & the Form 1 Filing**

[Andreea Muth](#), Pallett Valo LLP

[Alexis Fitzjohn](#), McMillan LLP

Get a detailed guide on preparing and filing Articles of Incorporation and the Form 1 for Ontario corporations, including walkthrough of standard wording for key provisions such as business restrictions and share capital authorization. This session will also provide step-by-step instructions for completing these sections in the Ontario Business Registry, along with insights into filing, timelines and compliance requirements.

1:35 pm **Minute Book Basics**

[Marcus Moore](#), Wildeboer Dellelce LLP

[Jasmine Salamon](#), CARREL+Partners LLP

Gain a solid foundation in managing corporate minute books effectively. This session will provide a detailed review of the various components of a minute book, whether physical or virtual, including an overview of documents typically filed under each tab and the purpose they serve in corporate record-keeping. Learn best practices for organizing and maintaining these essential records to ensure compliance and efficiency.

2:15 pm Health Break

2:30 pm **Annual Maintenance**

[Brian D. Tweedlie](#), Marciano Beckenstein LLP

Understand annual maintenance requirements for Ontario corporations, including:

- communication with accountant to inform preparation of annual resolutions
- required annual resolutions such as waiver of audit, confirmation of directors and officers,

- issues to discuss with client on an annual basis to ensure records accurately reflect corporation
- agreements for annual maintenance
- storing minute books and what to do when a client abandons a minute book

3:05 pm **Minute Book Rectification**

[Kevin R. Fernandes](#), KMB Law

Get a detailed review of what to do when corporate records are out of date, including:

- overview of general importance, with reference to appropriate section requirements and consequences for directors when corporate records are not kept up to date
- guided review of each section of rectification resolution and purpose of each
- example of a minute book rectification resolution demonstrating bringing corporate records up to date where there is a large gap in record keeping

3:35 pm **Practice Management Strategies for Efficient Corporate Record Keeping**

[Sean Bernstein](#), MinuteBox

[Alexis Fitzjohn](#), McMillan LLP

Learn practical strategies to streamline corporate record-keeping processes, including tips for managing scheduling and filing, ensuring compliance with deadlines, efficiently handling cross-jurisdictional registrations and best practices for leveraging technology to enhance efficiency.

3:55 pm Wrap Up and Concluding Remarks

4:00 pm Program Concludes

PROGRAM REGISTRATION IS ONLINE www.oba.org/pd

Questions? pd@oba.org