



Launching of TaxExpress™ Service Online

We are pleased to announce the implementation of our most recent initiative to enhance our services related to e-commerce.

Now available is the TaxExpress™ service online provided through our IncoWeb® system enabling you to send your requests for tax numbers via electronic form. This service is added on to the electronic filing of incorporations already available in IncoWeb®.

For one-stop shopping, click on the TaxExpress™ service at the same time you carry out your incorporation. You save time online by eliminating duplication of data entry. You can also order the TaxExpress™ service separately, without the incorporation, for an existing company as well as a partnership or an individual.

Why use TaxExpress™ online?

This new service offers many advantages, namely, it is:

1 - Fast

Time is of essence! The use of the online service in IncoWeb® ensures that the filing of the applications with the government authorities is done in a timely matter. As a result, you receive your tax numbers even faster. Furthermore, the system's automatic validation of the data confirms the document is ready to transmit to C.R.A.C. and thus you avoid undue delay.

2 - Economical

You can save up to \$20.00 from the regular price for paper filing when you do it through IncoWeb®. The table below compares the prices for the TaxExpress™ service online versus paper filing.

3 - Reliable

After the information you enter online is transmitted to C.R.A.C., our qualified technicians review it and then proceed with the filing of the applications with Revenue Quebec and/or Canada Customs

and Revenue Agency (CCRA), as the case may be.

A reminder that Revenue Quebec grants the following tax numbers: GST, QST, Quebec source deductions and the corporation income tax while CCRA issues the following: BN (Business Number), payroll deductions, import/export and the corporate income tax account.

4 - Simplified

By employing IncoWeb®, you simply answer a few questions relating to your file instead of having to fill out government forms which consist of several pages of questions.

Other Advantages of IncoWeb®

Just like for the incorporations, our IncoWeb® system allows you to save your TaxExpress™ file and access it at any time. You can make any changes you want prior to transmitting it to C.R.A.C. The online system also enables you to copy an entire file in just a few seconds thus avoiding duplicating data entry in the event, for example, the address of the head office and the directors are the same as in another file.

PRICE COMPARISON TABLE

TAXEXPRESS™ SERVICE

	Online	Paper	Savings
Revenue Quebec:	\$42	\$53	\$11
Revenue Quebec & CCRA:	\$68	\$88	\$20

Launching of TaxExpress™ Service Online (cont'd)

As soon as the tax numbers become available, we remit them to you by e-mail. You can also access the numbers online by clicking on your file in IncoWeb®.

How does it work?

If you are a regular user of IncoWeb®, you are already familiar with the environment. Proceed to our site at www.incoweb.com, click on "Services", then choose "TaxExpress™", and you can

begin! If you wish to use IncoWeb®, but are not familiar with it, do not hesitate to call us at 514-861-2722 or 1-800-361-5744. Our help line is available Monday through Friday from 9:00 am to 5:00 pm.

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Turnaround Schedule for Corporate Services as of April 1st, 2004

SERVICES	PROVINCIAL	FEDERAL
TaxExpress™ (GST / QST / QDAS)	5 days	3 - 5 days
Name search with reservation	*24 hours	2 - 6 hours
Name search without reservation	3 hours	—
Certificate of incorporation (paper filing)	*4 - 5 days	2 days
Certificate of incorporation (IncoWeb™ electronic filing)	*4 - 5 days	24 hours 4 - 6 hrs if numeric
Certificate of amendment	*8 - 9 days	2 days
Certificate of continuation, of continuance or of amalgamation	*1 week	3 - 6 days
Certificate of dissolution	4 - 5 weeks	1 - 2 weeks
Notice of change (federal) or amending declaration (Quebec)	3 - 4 weeks	5 - 6 days
Letters patent for non-profit corporation	*1 - 2 weeks	25 days
Attestation / Certificate of good standing and certificate of compliance	*24 hours	48 hours
Revival	—	8 - 10 days
Initial declaration	3 - 4 weeks	—
Declaration of registration	*1 - 2 weeks	—
Annual declaration	*3 - 4 weeks	—
Revocation of striking-off (s. 54 L.P. Act)	*3 - 4 weeks	—

The turnaround times may vary slightly according to each file (*) = Priority service available.

FOOD FOR THOUGHT

"The whole art of life is knowing the right time to say things."

Maeve Binchy, Writer

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What's new...

New Provincial Forms

This is a reminder that the new forms on which will appear the formal designation of the *Registraire des entreprises* will become available as of April 15, 2004. All the forms were redesigned, some were retitled, and the *Registraire* also did away with the form numbers (e.g.: Form 1, 5, 7, etc.).

In addition, in certain cases, two types of forms were consolidated into one, such as the articles of incorporation with the articles of continuation and the declaration of registration with the initial declaration.

Fortunately, there will be a transition period of 6 months. The current forms will continue to be accepted until October 1, 2004, after which date the *Registraire* will reject them.

ILCO Conference

The Institute of Law Clerks of Ontario (ILCO) will hold its annual conference on May 12 to 15, 2004 in Toronto. The four-day event will feature workshops, seminars and exhibits and bring together law clerks/paralegals from all over the province of Ontario.

CRAC's own Mr. Denis Livernoche, supervisor of the name searches department, and Ms Joanna Jacobson, supervisor of the inquiries department, were invited to take part in the panel for the workshop called "Quebec – Yours to Discover", organized by the firm, Ogilvy Renault. This workshop will explore, among other things, the applicability of the *French Language Charter* on business names from Ontario and the registration requirements in Quebec.



New!
TaxExpress™ online

Tackle your taxes with even more panache.

Obtaining tax numbers is easier than ever. Available now is TaxExpress™ online via our Internet site. Fill in our simplified questionnaire separately or at the same time as the incorporation. Call us now to register.

CORPORATE RESEARCH AND ANALYSIS CENTRE LTD.

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Launching of TaxExpress™ Service Online (cont'd)

Power of Attorney

When you print the power of attorney in IncoWeb® for a particular file, you will notice that it is already filled out. All is left to do is to get it signed by the appli-

cant(s). Do not forget to send us the duly signed power of attorney by fax or by inserting the document in your electronic file in IncoWeb®, as we will need to file it together with the application forms of Revenue Quebec and CCRA.

Conclusion

With TaxExpress™ online, you receive the tax numbers for your clients at a click of a button! Try it once and you'll be hooked!