

Government **Compliance Checklist**

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|-------------------------------|--|
| Name of Organization: | |
| Fiscal Year End: | |
| Date of Incorporation: | |

CHECKLIST

LEGAL DOCUMENTS

Articles of Association
(Bylaws)

Charitable Objects

Federal Tax Return
(T3010 or T2/T1044)

Corporate Annual Return
(AB Gov't)

Notice of Change of
Directors

GST Remittance

Financials

Payroll Remittances

| | When are you required to report | Date it Must be Filed | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|--|-----------------------|------|------|------|------|------|
| | | | | | | | |
| Articles of Association (Bylaws) | As they are updated | | | | | | |
| Charitable Objects | If you change your activities or purposes | | | | | | |
| Federal Tax Return (T3010 or T2/T1044) | Six months after your year end | | | | | | |
| Corporate Annual Return (AB Gov't) | On or before the last day of the month after your anniversary of incorporation | | | | | | |
| Notice of Change of Directors | must be filed with AGLC, Society's and CRA (if charity) | | | | | | |
| GST Remittance | depends | | | | | | |
| Financials | 6 months after your year end | | | | | | |
| Payroll Remittances | depends | | | | | | |

Note: This is only a partial list and may involve other documents/filings/regulations. This is meant to be an example not a complete list.

