

# Appendix B-1

## RC-1 Preparation

As a non-resident corporation filing a T2062, you will need to complete an application for a Business Number (BN). Please see **Appendix B** for an example of a completed form.

### Register for a business number

Check the box indicating you would like to register for a business number (BN) Part A

### Register for program account

Check “Corporation (RC) Part D”

## Part A General Information

### Part A1 Ownership type and operation type

- Check “Corporation”
- Answer “Yes” to are you incorporated
- Check “A copy of the certificate of incorporation or amalgamation”
  - Please note you will need to provide a copy of the corporation’s certificate of incorporation.
- Tick the box that best describes your type of operation (optional)

### Part A2 Owner’s Information

- Provide the first and last name of owners, directors, etc.
- Provide their titles (ex. President, CFO, director)
- Telephone numbers are optional
- Social Insurance Numbers are optional (non-resident directors will not have these)

### Part A3 Business Information

Provide the following information

- Legal name
- Address
- Mailing address (if different)
- Language of correspondence: select English

### Part A4 Major Business activity

Provide details of your major business activity. For this case, investments was used. You do not need to specify the three main products or services provided.

### Part A5 GST/HST Information

Answer the questions in accordance with the example provided.

Skip Parts B, C and E.

## Part D Registering for a corporation income tax program account (RC)

### Part D1 Corporation program account identification

Check the box indicating the information is the same as in Part A3. Leave the rest of the section blank.

### Part D2

Leave this section blank, unless you have a Canadian certificate of incorporation or amalgamation

### Part D3

Check the box indicating that you operate in a foreign jurisdiction. Specify what the jurisdiction is.

### Part G Certification

Check the box indicating what type of individual is signing the form. For our example it is a corporate director. Provide the requested information and have the individual sign and date the form.