

## DUTIES OF YOUR REGISTERED OFFICE OF RECORD

Taking calls/emails from new and existing clients, law firms and accounting offices. Receiving and reviewing client and accountant instructions regarding new incorporations, societies, corporate re-structure, dividend declarations, asset and share sales and purchases, voluntary or legislated dissolutions, corporate wind-up.

Acting as the Registered and Records Office with completing Director and Shareholder resolutions, filing of Annual returns and relevant forms with BC Registries, updating and maintaining corporate records.

Conducting telephone interviews with clients and discussing potential legal requirements to keep a Company in good standing, contacting and coordinating signing appointments for signature of corporate or commercial documents.

Preparing reporting letters to clients and associated law and accounting firm. Maintaining a diary system for bring forward dates for annual reports and time sensitive matters.

Our services are billed as a flat fee which includes all phone calls and emails unless our client insists on hourly billing.

## DECIDING ON BUSINESS FORM

Once we understand your business plans, we will provide reasonable options for your business form. Where appropriate, we will discuss sole proprietorship, partnership, joint venture, limited partnership and corporation to help you make the right choice.

## HOLLAND AND COMPANY

BARRISTERS & SOLICITORS  
NOTARIES

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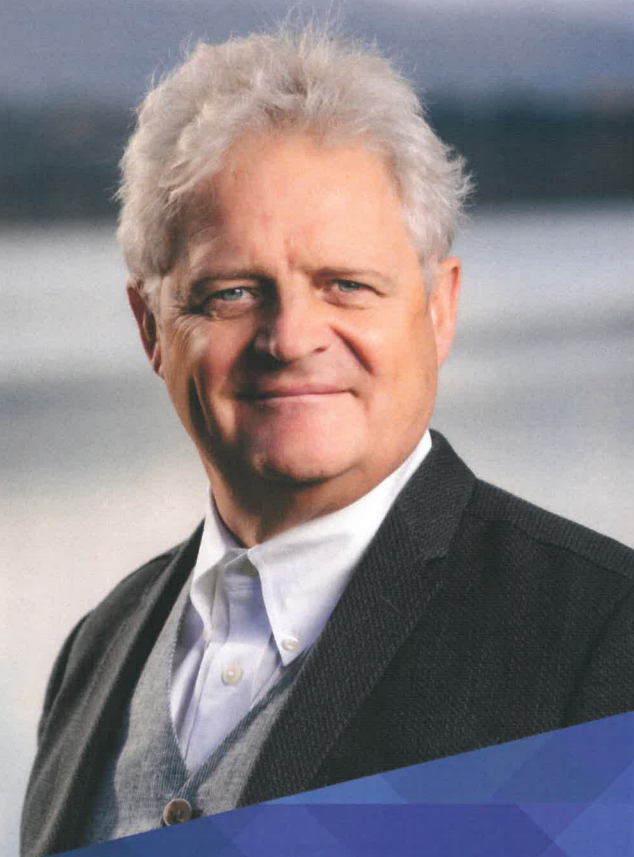
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**Lyle D. Carlstrom, B.A. LL.B.**

*Founding Director  
Estate & Financial Planning Institute*

Corporate - Commercial Law

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NOTARIES



## WHY IT IS BENEFICIAL FOR A CORPORATION TO HAVE A LAW FIRM AS THEIR REGISTERED OFFICE

Corporations benefit by having their registered office at a law firm in the following ways:

- 1** All documents addressed to the Corporation are sent to the law firm. Many of these documents require immediate attention, such as, Statements of Claim and Originating Notices. By maintaining your corporate office at a law firm these matters can be dealt with in an expedited fashion. In essence, it is like having an in-house counsel for your Corporation.
- 2** Lawyers and support staff provide a variety of services that benefit the Corporation:

- (a) Storage and up to date maintenance of the corporation minute book;
  - (b) Storage of corporate seal;
  - (c) Diarization, preparation and filing of Corporate Annual Return;
  - (d) A record is kept of what documents have been filed with Corporate Registry; and
  - (e) Protection of records from loss, destruction, and falsification.
- 3** The lawyers and support staff have experience and expertise in handling corporate affairs. As a corporation, your interests are best served when you can rely on people who are proficient in dealing with all legal matters pertaining to corporations.

## TESTIMONIAL

"Lyle Carlstrom and his team from Holland and Company helped us numerous times over the course of setting up and maintaining our company. From providing concise and clear advice to ensuring tasks were being completed in a timely and cost effective manner, the service level has been top notch. His calm guidance and highly knowledgeable team have aided us through every hurdle we have faced and I would HIGHLY recommend his office to family and friends without any hesitation whatsoever."

**-Satisfied clients whose names are held in confidence**

## VISION STATEMENT

It is our firm's primary objective to provide high quality legal service in a time and cost effective manner.