DOCUMENT MATRIX

Please note:

(*) - Proof of address of the representative will also be required if the individual is not registered for tax purposes. A CRA01 Form will need to be completed where applicable (Confirmation of Entity Residential/Business Address form)

(**) – In order for taxpayers to change the entity name, a "compliant" status is a prerequisite.

Required Supporting	Type of Exempt Institution										
Documents	PBO / NPO	Home Owner's Association	Government Institutions	Recreational Clubs	Membership Associations / Professional Bodies	Small Business Funding Entities	Private companies owned by Government Institutions	Government and Specialised UN Agencies			
				REGISTRATION							
EI1											
EI2											
Founding Document											
Copy of the founding Act (Government Gazette)											
Explanation of Objectives and Activities	\checkmark						\checkmark				
Proof of registration with relevant authorities (e.g. Dept of Education, trade	\checkmark										
union registration with LRA, etc.)											
Annual Financial Statements											
Bank Statement											
Certified ID Copy											
Proof of Physical Address*	\checkmark										
			CHANGE OF OFFIC	CE BEARERS/ TRUSTEES/	DIRECTORS						
EI1								\checkmark			
EI2											
Bank Statement											
Certified ID Copy	\checkmark		\checkmark		\checkmark						
Proof of Physical Address											

Required Supporting	Type of Exempt Institution										
Documents	PBO / NPO	Home Owner's Association	Government Institutions	Recreational Clubs	Membership Associations / Professional Bodies	Small Business Funding Entities	Private companies owned by Government Institutions				
Signed Representative Appointment Letter	\checkmark		\checkmark		\checkmark						
			CHAN	IGE OF ENTITY NAME (**))						
EI1											
EI2											
Founding Document											
Annual Financial Statements											
Bank Statement											
Certified ID Copy											
Proof of Physical Address											
Signed Letter To Request Name Change	\checkmark				\checkmark						
			A	PPLICATION FOR S18A	•						
EI 1											
Letter Requesting S18A Approval	\checkmark										
Recent Financial Statements	\checkmark										
Detailed Description of Activities											
A Copy of Founding Documents	\checkmark	\checkmark	\checkmark								

