

Hello Clients and Friends! We have made additions to our client portfolio and website to serve you better.

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Chartered Professional Accountant
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Dear Clients and Friends,

We hope you are enjoying the wonderful weather we are having and are looking forward to back to school and Fall.

We thank you for your continued support for our firm and appreciate all the referrals that have been sent our way. With our growth in strategic partnerships with various professionals, we have been able to assist our clients in using these various professional services to grow their individual and business portfolios. This edition of our newsletter looks at important tax updates, a refresher of corporate minute book requirements , provides updates on our website and a review of our business advisory services.

Here is a list of items we will cover in this edition:

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If you have any questions or comments, do not hesitate to contact us. The [Financial Tools](#) on our [website](#) will continue to assist you in your everyday financial and tax planning needs.

If you missed it in our last newsletter, our [website](#) is now mobile ready with many updates! You can now visit our site on your Blackberry, Ipad, Samsung or Android devices. The latest Tax information is now at your fingertips wherever you are!

Yours truly,



Ali Raza Jaffer, CPA, CGA, MBA, BComm
President, AR Jaffer Professional Corporation
Chartered Professional Accountant



1. Thank You!

Our firm continues to grow largely as a result of the number of referrals our satisfied clients make throughout the year. Thank you for the trust and confidence you place in our practice.

We are always happy to meet new clients like you in various industries including one of our specialties in providing tax planning and accounting services to health care practitioners. Your referral of a family member or friend is the greatest compliment we can receive. If you know of anyone who would benefit from working with us, please introduce us. We are professional and knowledgeable, add value to our clientele, and ensure client satisfaction and trust in our services.

We are also available on our social media platforms:

[Twitter](#)
[LinkedIn](#)
[Google+](#)
[Website](#)

2. Updates to Website

We have been busy making changes to our website and are pleased to announce the launch of our new website. Please click on <http://www.alicga.ca/> for information on individuals and businesses. Over the

next couple of months we will be updating the section on blogs and articles with current tax and business information.

3. Important Tax Deadlines



We have put together a number of important dates that will assist you in your tax and personal finance planning. There are also a number of calculators available on www.alicga.ca.

- 2015 Source Deduction deadline: January 15, 2016
- Efiling deadline for filing of 2014 tax returns: January 15, 2016
- T4/T5 Filing deadline: February 29, 2016
- RRSP deadline: February 29, 2016
- Tax Filing deadline (individuals): April 30, 2016
- Tax Filing deadlines (businesses): June 15, 2016

4. What is a Corporate Minute Book

A minute book is used to store all important corporate documents such as the articles of incorporation, the minutes of shareholders and directors meetings, share certificates, tax filings, by-laws and other legal documents. For ease of management, efficiency and security, it is vital that these important corporate documents are kept in a single location, so that it can be easily consulted when the need arises.

A minute book is required to keep a history of all important decisions that are made in the company. For example, if you want to sell your company in the future, the buyer's lawyer will normally ask to see a copy of the minute book. Also, if there is a dispute about a company matter, the minutes can act as an official record of events. Your accountant will require your minute book to prepare your financial statements. In addition, in the event of an audit by Canada Revenue Agency, the minute book is one of the items on the list of documents that they require. Items that are included in the minute book are the following:

- articles of incorporation
- corporate bylaws
- unanimous shareholder agreements
- minutes of meetings and resolutions of shareholders
- copies of Form 6 - Notice of Directors or Notice of Change of Directors that have been filed
- share register showing the names and addresses of all shareholders and details of shares held
- share certificates
- annual resolutions of the board of directors

Minute books are required to be updated every fiscal year. The following items should be prepared annually by your legal advisor:

- Directors resolution for Annual Financial Statements approval
- Directors resolution for the declaration of dividends
- Shareholders resolution for Annual Financial Statements approval
- Shareholders resolution for the declaration of dividends
- If you do not have a minute book, please [contact](#) our office and we will connect you with a legal advisor who can assist you.

5. Business Advisory Services

How would you like to see the financial impact of any business decision **BEFORE** you make that decision?

KEEP CALM AND WORK WITH US TO OPTIMIZE YOUR CASH FLOWS...

If selling your business is your exit strategy/retirement plan, don't panic – help is at hand.

We can show you what the market says your business is worth right now, and then work with you to grow it to get to where you want it to be when the time comes to sell.

The difference can be staggering.

If cash flows just don't seem to be coming in, we can help with different strategies to optimize your cash flows.

To discuss our range of business advisory services, call Ali Raza Jaffer today at 905-629-7720

6. Installments

The Canada Revenue Agency offers a convenient payment method that helps you pay your taxes on time without all the stress. The CRA allows you to pay your taxes owed to the Government of Canada in installments instead of having to pay it in one large lump sum on April 30th. You have to pay your income tax in installments if your net tax owing is or was more than \$3,000 in the previous tax year. A net tax owing is the amount you owe on your income tax and benefit return. If you are paying in installments, they are due on March 15th, June 15th, September 15th, and December 15th 2015. It is crucial to make all your payments by these deadlines or you could have to pay interest and penalty charges.

7. Strategic Partnerships

Our firm has developed a number of professional relationships that will assist taxpayers in improving their net worth and optimizing their personal and business cash flows. A list of some of the professionals we work with are as follows:

1. Bookkeeping Firm
2. Personal and Commercial Bank Associates
3. Investment Advisors
4. US Tax Accountants
5. Tax Lawyers
6. Real Estate Lawyers
7. Family Lawyers
8. Corporate/Business Lawyers
9. Realtors
10. IT Professionals
11. Mortgage Brokers

We encourage you to also visit some of our partner websites.

[BNI Referral Source](#)

[Mississauga Board of Trade](#)

[MD Management](#)

[CPA Ontario](#)

[Quickbooks ProAdvisor](#)

If you interested in visiting one of these associations or would like further information, please contact our office.

8. FREE iWatch

Would you like to win an iWatch? Just do the following below and you will be automatically entered in to our draw for the FREE iWatch.

- Like our [Facebook](#) Page
- Follow us on our [LinkedIn](#) Page



Ali Raza Jaffer

Professional Corporation
Chartered Professional Accountant

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www.alicga.ca

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