



## Practical Tips

Last Reviewed: February 2026

Reviewed by: LFNP Contributors

Time to Read: 10 minutes

This Fact Sheet provides some practical tips for non-profits for setting up a non-profit.

### **Applying for Incorporation as a Non-Profit**

To apply for incorporation as a non-profit, you will need:

1. **An Email Address:** list an email address at which the non-profit will consistently and regularly be able to receive emails. To ensure continuity for future directors, the applicants for incorporation might consider creating an email account specifically for the non-profit, rather than using a personal email address.
2. **A Registered Office:** the non-profit's registered office does not need to be a staffed office. A registered office need only be an address at which the non-profit can receive mail. This address could be the mailing address of a director, a post office (PO) box, or the non-profit's office. A non-profit can also use the address of another organization. For instance, if the non-profit uses the boardroom of a charity to hold meetings and receive mail, the non-profit, with the charity's permission, can list that address as its registered office.
3. **Name Request:** to save time, make sure to review the rules for names before submitting a name request.
4. **A YCOR Account:** an online account that allows individuals to access a variety of online registry services provided by the government of the Yukon. Further information is available here: <https://yukon.ca/en/doing-business/businesses-societies-and-securities/how-use-yukon-corporate-online-registry>. YCOR accounts are tied to an individual: all directors and senior staff who need to submit online reports must have their own YCOR account. To submit online reports for filing in YCOR, you will need to request a private filing key, which is sent to a non-profit's registered office.

## **Membership**

- Create a membership structure that reflects the needs of the non-profit.
- Create and use a form for people to apply for membership in your non-profit.
- Make sure whoever is approving memberships (e.g. Executive Director or membership committee) is following the correct procedure and following the membership policy.

## **Directors**

- Must have three directors.
- Create and use a form to indicate a member's consent and qualifications to act as a director to ensure that every director has indicated whether or not they are qualified. (Note, however, that you do not need to add the requirement to sign a consent form in your bylaws).
- If the non-profit budget allows, provide directors liability insurance to encourage people to act as directors.

## **Records**

- Ensure your non-profit keeps records.
- Remember bylaws are an evolving document.
- Create key policies for the society.