

STEP-BY-STEP REGISTRATION

STAGE 1: BUSINESS NAME REQUEST

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| 1. VISIT BC REGISTRY ONLINE | Before doing anything, read through all of the “Important Information” section on the BC Registry website: sbbc.co/namerequesthelp | <input type="checkbox"/> |
| 2. CONDUCT A SEARCH | Prior to submitting your name request, you can use the BC Registry’s free tool to see if your name is available: sbbc.co/namerequestsearch | <input type="checkbox"/> |
| 3. COMPLETE NAME APPROVAL FORM | When completing the form, you should fill out all three (3) name choices. This will increase your chances of approval.

The BC Registry will only examine a request when the name has been approved. If your first choice is approved, they will not search the remaining two. | <input type="checkbox"/> |
| 4. SUBMIT AND PAY | Your options to submit your name approval are:

Small Business BC can process your form (\$50 plus tax)
<i>Your name approval results should be ready within 2-3 business days.</i>

Submit online at sbbc.co/namerequest (\$31.58 plus tax)
<i>Your name approval results should be ready within 3-4 business days.</i>

Submit your form by mail to Victoria with payment (\$31.58 plus tax)
<i>Your name approval results may take up to 3 weeks to be mailed to you.</i> | <input type="checkbox"/> |

STAGE 2: BUSINESS REGISTRATION

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| 5. REGISTER YOUR BUSINESS | Once you have received your Name Request (NR) approval, this name will be reserved for 56 calendar days. During this time you must submit your registration form for a Sole Proprietorship or Partnership.

Your options to register your business are:

Small Business BC can guide you through the registration process. This value-added one-hour advisory consultation includes the processing of your registration (\$99 plus tax).

Register your business online with OneStop Business Registry at bcbusinessregistry.ca (\$40 plus tax, Visa or MasterCard only).

Submit your forms by mail to Victoria directly with payment (\$40 plus tax). <i>Your business registration results may take up to 3 weeks to be mailed to you.</i> | <input type="checkbox"/> |
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| 6. OBTAIN YOUR BUSINESS NUMBER (BN) | Obtain a BN for the purpose(s) of: (1) corporate income tax, which will come automatically to corporations, (2) import/export, (3) payroll deductions and (4) GST/PST. <i>GST accounts are required if gross annual revenue is greater than \$30,000. PST has no threshold.</i> | <input type="checkbox"/> |
| | To obtain your BN, contact the Canada Revenue Agency at 1-800-959-5525 or visit sbbc.co/BNregistration . For services in French, call 1-800-959-7775. | |
| 7. OBTAIN YOUR BUSINESS LICENSE | Check bcbizpal.ca or call your local city hall. | <input type="checkbox"/> |
| 8. FILE YOUR FEDERAL INCOME TAX RETURN | If you conduct business as a proprietorship or a partnership, report your share of gross and net profits (or losses) for the business' fiscal period on your individual tax return (T1). For an incorporated company, file a corporation tax return (T2) within six months of the end of the corporation's fiscal period. | <input type="checkbox"/> |

DON'T KNOW WHERE TO START?

GUIDED SOLE PROPRIETORSHIP OR PARTNERSHIP REGISTRATION

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- Guided Name Request
 - Detailed Name Search BC Online
- PLUS TAXES**
- Guided Registration
 - Digital Registration Certificate
 - Printed Registration Certificate

READY FOR THE NEXT STEP?

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- PLUS TAXES**
- Topics include marketing, online business, tax, financials and much more.
 - This package will save you more than 40% on individual seminar registration

CONTACT

CLIENT SERVICES

604-775-5525 | 1-800-667-2272 | askus@smallbusinessbc.ca

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