

## Where do I start?

Tasks to be undertaken		Resources	Completed
1.	Develop a Business Plan <i>This is an essential step and critical for the planning and viability of your business.</i>	Small Business BC offers a Business Plan Review Service to provide feedback on your completed business plan, call 604 775 5525, 1 800 667 2272, or visit <a href="http://www.smallbusinessbc.ca">www.smallbusinessbc.ca</a>	<input type="checkbox"/>
2.	Have you undertaken extensive market research? <i>Market research is a vital part of your Business Plan, including creating a viability report</i>	Small Business BC offers market research services, call 604 775 5525, 1 800 667 2272, or visit <a href="http://www.smallbusinessbc.ca">www.smallbusinessbc.ca</a>	<input type="checkbox"/>
3.	Do you need additional financing? <i>Banks and other lenders or investors will require a written business plan</i>	Small Business BC offers a range of services to help you obtain financing, call 604 775 5525, 1 800 667 2272 or visit <a href="http://www.smallbusinessbc.ca">www.smallbusinessbc.ca</a>	<input type="checkbox"/>
4.	Consider and select the most appropriate business structure to operate your business ( <i>Sole Proprietorship, Partnership or Corporation</i> )	Small Business BC offers registration services, call 604 775 5525, toll-free 1 800 667 2272, or visit <a href="http://www.smallbusinessbc.ca">www.smallbusinessbc.ca</a>	<input type="checkbox"/>
5.	Submit your Business Name Request (NR) for approval	Small Business BC offers registration services (\$50), call 604 775 5525, toll-free 1 800 667 2272, or visit <a href="http://www.smallbusinessbc.ca">www.smallbusinessbc.ca</a> <b>or do it yourself</b> (\$30) at <a href="http://www.bcregistrynames.gov.bc.ca/nro/">www.bcregistrynames.gov.bc.ca/nro/</a>	<input type="checkbox"/>
6.	Incorporate your business either through a lawyer or by yourself online. <i>Note that corporations are automatically assigned a Business Number (BN) for corporate income tax purposes</i>	Corporate Online, call 604 775-1047, visit <a href="http://www.corporateonline.gov.bc.ca">www.corporateonline.gov.bc.ca</a> (\$350), use a guide like the <a href="#">Incorporation Kit for British Columbia by Simply Legal</a> (\$99) to assist you, or seek legal counsel ( <a href="#">Lawyer Referral Service</a> )	<input type="checkbox"/>
7.	Open a Business Bank Account	Visit your local Financial Institution with a copy of your Incorporation Certificate	<input type="checkbox"/>
8.	Consider reserving the domain name of your company to establish your website	Use a search engine to find sites to register your domain name	<input type="checkbox"/>
9.	Open accounts under your Business Number (BN) as required for payroll, import/export, and/or GST/HST. <i>You must open a GST/HST account if your gross annual revenue is greater than \$30,000</i>	Call Canada Revenue Agency 1 800 959 5525 or <a href="http://www.cra-arc.gc.ca/tax/business/topics/bn/menu-e.html">http://www.cra-arc.gc.ca/tax/business/topics/bn/menu-e.html</a>	<input type="checkbox"/>
10.	Contact your municipality for a Business License	<a href="http://www.bcbizpal.ca">www.bcbizpal.ca</a> or call your local city hall	<input type="checkbox"/>
11.	Determine whether there are any further licenses and/or regulations that might apply to your business	<a href="http://www.bcbizpal.ca">www.bcbizpal.ca</a> or call your local city hall	<input type="checkbox"/>

Visit us today!

Call: 604-775-5525 | 1-800-667-2272 | Fax: 604-775-5520

Click: [www.smallbusinessbc.ca](http://www.smallbusinessbc.ca) | [askus@smallbusinessbc.ca](mailto:askus@smallbusinessbc.ca)

Come in: Suite #82- 601 West Cordova Street, Vancouver, BC V6B 1G1

## What are my HR requirements as a corporation?

Tasks to be undertaken		Resources	Completed
1.	As a corporation, you must register your business for workers compensation coverage	Call WorkSafeBC at 604-244-6181 or 1-888-922-2768 or <a href="http://www.worksafebc.com">http://www.worksafebc.com</a> .	<input type="checkbox"/>
2.	Open a Payroll Deductions account under your existing Business Number (BN), which was provided to your business as part of the incorporation process	Call Canada Revenue Agency at 1 800 959 5525 or <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html">http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html</a> for information on the forms required, how to calculate the required deductions, and how to remit them to CRA	<input type="checkbox"/>
3.	If you hire employees, ensure you're aware of your requirements as an employer under the Employment Standards Act	Contact the BC Ministry of Labour, Employment Standards Branch at 1-800-663-3316 or <a href="http://www.labour.gov.bc.ca/esb">http://www.labour.gov.bc.ca/esb</a> . For information on apprenticeships, contact the Industry Training Branch at 1-866-660-6011 or <a href="http://www.aved.gov.bc.ca/industrytraining/">http://www.aved.gov.bc.ca/industrytraining/</a> .	<input type="checkbox"/>

## What are my requirements for keeping business records?

If you're operating a business or have self-employment income, you need to set up an orderly record and accounting system. It's recommended that you contact a qualified accountant to assist you. You're required to keep all your business records for six years. For questions relating to federal income tax, call 1-800-959-5525.

For information on British Columbia Acts and relevant regulations, you can search regulatory bodies at <http://www.smallbusinessbc.ca/search> and acts at <http://www.qp.gov.bc.ca/statreg>, or you can purchase them through Crown Publications Inc. at 521 Fort Street, Victoria, call 1-800-663-6105.

**Small Business BC can help you start, grow and manage your business.**

For more information, contact Client Services at 604-775-7085 or 1-800-667-2272, or by email at [askus@smallbusinessbc.ca](mailto:askus@smallbusinessbc.ca). If you would like to get the latest information relevant to YOUR business, join our Small Business BC community at [www.smallbusinessbc.ca/community](http://www.smallbusinessbc.ca/community).

Visit us today!

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