

Part 1 – Business Name Request

Steps to be undertaken		Tips & Resources	Completed
1.	Read the important information on the name request process	Read through Step 1 Information Sheet at www.bcregistrynames.gov.bc.ca/nro paying particular attention to the Firm Names Section.	<input type="checkbox"/>
2.	Conduct business name search	Prior to submitting your name request, perform a free search online at www.bcregistrynames.gov.bc.ca/nro (Step 2) to see if your name selections might be available.	<input type="checkbox"/>
3.	Complete Name Approval Form	You should fill out all 3 name choices to increase your chances of approval of your preferred name. The Corporate Registry will only examine the request until a name is approved - if your first choice is approved, they do not search the remaining two.	<input type="checkbox"/>
4.	Submit and pay for your Name Approval Form	Your options to submit your name approval are: <ul style="list-style-type: none"> • 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 www.bcregistrynames.gov.bc.ca/nro (Step 3), \$30 plus tax. <i>Your name approval results should be ready within 3-4 business days.</i> • Submit your form by mail to Victoria directly with payment of \$30 plus tax. <i>Your name approval results may take up to 3 weeks to be sent to you by mail.</i> 	<input type="checkbox"/>

Confused and not sure where to start?

Small Business BC Can Help

- One-on-one guided service for a simple and easy registration experience
- Save time and money by avoiding common mistakes
- Make sense of complicated terms and confusing filing processes
- Leave with a printed registration in your hands

Guided Name Request & Registration Package Small Business BC

\$139
plus tax

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

Visit us today!

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

Click: www.smallbusinessbc.ca | askus@smallbusinessbc.ca

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

Part 2 – Business Registration

Steps to be undertaken		Tips & Resources	Completed
5.	Register your business	<p>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 do this are:</p> <ul style="list-style-type: none"> • Small Business BC can guide you through the registration process. Value added 1 hour advisory consultation that includes the processing of your registration, \$99 plus tax • Register your business online with OneStop Business Registry, www.bcbusinessregistry.ca, \$40 plus tax *Visa or MasterCard Only • Submit your forms by mail to Victoria directly with payment of \$40 plus tax. <i>Your business registration results may take up to 3 weeks to be sent to you by mail.</i> 	<input type="checkbox"/>
6.	Obtain your Business Number (BN)	<p>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) Harmonized Sales Tax (HST). <i>HST is optional if your annual gross revenue does not exceed \$30,000 over any four consecutive quarters.</i></p> <p>To obtain your BN, contact Canada Revenue Agency at 1-800-959-5525 or http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html. For services in French, call 1-800-959-7775.</p>	<input type="checkbox"/>
7.	Obtain your business license	Check www.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"/>

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. If you would like to get the latest information relevant to your business, join our Small Business BC community at www.smallbusinessbc.ca/community.

Visit us today!

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