

## 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>*for Corporation structures, see our 'Starting your Corporation' checklist</small>	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.	Register the business with your chosen structure using your name approval	Small Business BC offers registration services (\$99), 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> (\$40) at <a href="http://www.bcbusinessregistry.ca">www.bcbusinessregistry.ca</a>	<input type="checkbox"/>
7.	Open a Business Bank Account	Visit your local Financial Institution with a copy of your Business Registration 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 at 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"/>
12.	Ensure your business is protected	Visit the Insurance Bureau of Canada at <a href="http://www.IBC.ca">www.IBC.ca</a> to learn what sort of coverage your business needs	<input type="checkbox"/>

## What if I'm hiring employees?

Tasks to be undertaken		Resources	Completed
1.	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"/>
2.	Open a Payroll Deductions account under your existing Business Number (BN) or obtain a BN if you don't already have one	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.	Register for workers compensation coverage for your employees	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"/>

## 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).