

OneStop Business Registry

Business Registration – What Applications Can I Complete?

Registrations available for your business:

Sole Proprietorship or General Partnership Registration

The first step in incorporation or registration of a sole proprietorship or general partnership is the approval of the business name. Your business name approval request can be completed through the OneStop service at www.bcbusinessregistry.ca/introduction/nameapproval.htm.

Once your business name has been approved, you then have 56 calendar days within which you must register your business.

To instantly register your sole proprietorship or general partnership using OneStop, you will need:

- the name approval request number (found on your Name Approval Request Form)
- your business name exactly as it was approved through the Name Approval Request process by the Registrar of Companies
- the start date of business in British Columbia
- to pay \$40.00 online using Visa, MasterCard or American Express, or pay by cash, cheque or debit card at one of the Service BC Centres located throughout BC. To find the nearest Service BC Centre to you, visit www.servicebc.gov.bc.ca/services/locations/

Questions? Contact BC Registry Services toll free through Enquiry BC at 1 800 663-7867 or visit www.fin.gov.bc.ca/registries/corppg

Note: If you need to dissolve or change your partnership or proprietorship registration, please use the Dissolution or Change of Partnership or Proprietorship Registration form on the BC Registry Services web site at www.fin.gov.bc.ca/registries/corppg/forms/0721FILL.pdf

Provincial Sales Tax (PST)

If you sell or lease taxable goods or services as described on the Ministry of Small Business and Revenue web site, you should apply for a PST number.

To apply for a PST number using OneStop, you will need:

- the date the business started or plans to start making taxable sales, leases or services
- your incorporation number (if you are registering as a corporation)

Questions? Contact the Ministry of Small Business and Revenue toll free within Canada at 1 877 388-4440 or within the Vancouver area at 604 660-4524, or visit www.sbr.gov.bc.ca/documents_library/bulletins/sst_044.pdf

Hotel Room Tax (HRT)

If you sell taxable accommodation as described on the Ministry of Small Business and Revenue web site, you should apply for an HRT number.

To apply for a Hotel Room Tax number using OneStop, you will need:

- the date the business started or plans to start making taxable sales of accommodation
- your incorporation number (if you are registering as a corporation)

Questions? Contact the Ministry of Small Business and Revenue toll free within Canada at 1 877 388-4440 or within the Vancouver area at 604 660-4524, or visit www.sbr.gov.bc.ca/documents_library/bulletins/hrt_005.pdf

WorkSafeBC

The benefit of completing a WorkSafeBC registration is that as an employer, you cannot be sued for the costs of a work-related injury or disease.

If a worker is injured while on the job during the course of employment, WorkSafeBC pays for the worker's entire medical and wage-loss costs. A full list of registration benefits can be found at

www.worksafebc.com/insurance/registering_for_coverage/benefits_of_coverage/emp_10_40_10.asp

To register with WorkSafeBC, either as an employer or for Personal Optional Protection, you will need:

- your incorporation number, date and jurisdiction if you operate a limited company
- your business number from the Canada Revenue Agency, if you have one (limited companies must have one before registering)
- the make and model of your major equipment that you use to generate revenue (e.g. a backhoe operator who uses a backhoe)
- an estimate of your payroll, if applicable
- the start date of operations and, if applicable, of your first worker
- an email address
- the names, birth dates, and contact information of proprietor, or of all partners, or of all active shareholders
- contact information for your business

Questions? Contact the WorkSafeBC Employer Service Centre toll free at 1 888 922-2768 or within the Vancouver area at 604 244-6181, or visit

www.worksafebc.com

Federal Registrations through OneStop

You will need to provide the following information to obtain the specified Business Number account from the Canada Revenue Agency.

All Business Number Accounts

- the name and Social Insurance Number of at least one owner, and the existing Business Number, if applicable.

Goods and Services Tax / Harmonized Sales Tax (GST/HST) Account

- an estimate of GST/HST taxable sales
- the GST/HST registration effective date (this date establishes when you become eligible for any credits and liable to collect GST/HST)

Payroll Deductions Account

- how often you pay your employees
- the date of first payment to employees

Import/Export Account

- type of account required (importer, exporter or both)
- type of goods exporting
- annual value of goods exported

Corporate Income Tax Account

- the incorporation certification number
- the date of incorporation
- the jurisdiction of incorporation (provincial, federal)

Questions? Contact Canada Revenue Agency toll free:

English 1 800 959-5525 or visit www.cra-arc.gc.ca/menu-e.html

French 1 800 959-7775 or visit www.cra-arc.gc.ca/menu-f.html

Business Licence

You will need the following information to apply for a Business Licence:

- the business name, address and phone number
- the start date of business
- the type of business (commercial, industrial, home based, other)
- total floor area of business (for farms, this does not include total acreage)
- the municipalities in which the business will operate
- confirm your municipality is a partner with OneStop by reviewing the list of municipalities at www.bcbusinessregistry.ca/introduction/localgovernment.htm

Questions? Contact the individual municipality. Visit CivicInfo BC for contact information at www.civicinfo.bc.ca/

Business BCeID

You will need to provide the following information to obtain a Business BCeID:

- proof of the unique identity of the business (legal name, operating name, address, and so on) via an authoritative source (for example: Corporate Registry, OneStop Business Registry, or Business Number)
- proof that the person registering the business is a principal of the company or authorized by the principal

The methods for verifying proof of identity vary depending on the type of business or organization.

Questions? Contact BCeID toll free at 1 888 356-2741, or visit www.bceid.ca.

Industry Canada

Industry Canada's Canadian Company Capabilities Database is a centrally maintained current searchable database of 60,000 Canadian businesses. It includes hundreds of specialized manufacturing, service and product specific business directories

Those who register with Industry Canada will be able to:

- find Canadian suppliers with national and international import/export experience
- connect to buyers, distributors or partners
- increase the visibility of your company to government and private sector procurement professionals
- receive business opportunities posted by both the public and private sector
- gain free access to hundreds of domestic and international business opportunities
- exhibit your products and services to a global audience

Questions? Contact Industry Canada toll free within Canada at 1 800 328-6189, or visit www.ic.gc.ca/eic/site/ccr-rec.nsf/eng/home

Incorporate Your Company

The first step in incorporating a company is the approval of the business name. Your business name approval request can be completed through the OneStop service at www.bcbusinessregistry.ca/introduction/nameapproval.htm. Once the business name has been approved and you have a signed set of articles for the company along with a signed Incorporation Agreement, you can file the Incorporation Application to incorporate a company in BC. This application is filed electronically over the Internet in the Corporate Online system at www.corporateonline.gov.bc.ca

Clients who do not want to file electronically can send the completed form to Dye & Durham, the Corporate Registry's preferred service provider. For more information on filing through Dye & Durham, go to www.dyedurhambc.com/index.cfm?fuseaction=Services.PSP

Before you begin to file the Incorporation Application, you must do the following:

- know your name approval request number (found on your Name Approval Request Form)
- know your business name exactly as it was approved by the Registrar of Companies.
- know and understand the prerequisites and responsibilities of incorporating a company and that a company must have a set of articles and an incorporation agreement, signed by all of the incorporators.

For more information on incorporation and other company filings, go to www.corporateonline.gov.bc.ca, and click on the "Need Help?" button near the top right corner of the Corporate Online welcome screen.