

OneStop Business Address Change Requirements

This service is currently only available to B.C. corporations.

What You Will Need:

A BCeID

BCeID is an online service enabling you to use one user ID and a single password to sign in securely to any participating BCeID provincial government web site. With a BCeID you:

- Can sign in to participating provincial government sites using your BCeID and a single password, avoiding having to remember different user IDs and passwords at each web site you visit.
- Don't need to enrol for a new user ID and password at each new web site you visit.

To obtain a BCeID or to get more information on this service, visit <https://www.bceid.ca/biehome.htm>

Canadian Postal Code

If you are unsure of your business's postal code, visit www.canadapost.ca/personal/tools/pcl/bin/default-e.asp to use Canada Post's postal code directory.

Federal, Provincial and Municipal Information Requirements

During the Business Address Change process, you will be asked to choose the agencies and related accounts you want to notify of your business's new address. The following agencies have specific information requirements:

Industry Canada

- Canadian Company Capabilities Database – your Strategis user name
- Corporations Canada – your federal corporation number

Consumer Taxation Branch – the registration number for each tax account.

Business Closure – If your change of address relates to a business closure, you need to provide the date closed. If assets are sold, you need to provide the name, phone and fax numbers, and address of the purchaser.

Sale of Business – If you have sold your business, you need to provide the date of sale, name, phone and fax numbers, and address of the purchaser.

Workers' Compensation of BC – your account number.

Municipal Business Information

- Phone and emergency numbers
- Business floor area
- Local contact name and phone number
- Business licence number (only if you are moving within the same municipality)