



PLEASE NOTE:

The registration of a business name under the Partnership Act:

- does not provide any protection for that name, and
• does not mean that the name will be available if you decide to incorporate a company using this name.

One of the primary reasons for registration of a Proprietorship is so the public can identify and locate the individuals involved in the business. A proprietor can be one of the following: an individual, corporation or other corporate entity such as a society, cooperative, etc.

Please have your name reservation approved before submitting this statement of registration. Name Approval Request forms are available from your nearest Service BC Centre, OneStop service delivery location or our website at: www.bcregistryservices.gov.bc.ca or by contacting this office.

To submit your Name Approval Request electronically go to www.bcregistrynames.gov.bc.ca To register your proprietorship online go to www.bcbusinessregistry.ca

GENERAL INSTRUCTIONS

A. Name and Return Mailing Address:

All correspondence and documents will be mailed to this address.

B. Business Information:

Business Name: Enter the approved business name, not the owner's name.

Business Address: The location where the business is to be conducted in British Columbia. Enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate your business (e.g., the 2nd house on the left side, 4 miles west on Central County Road, Creston, B.C.).

Mailing Address: Complete only if this address is different from the business address. A post office box or rural route number is acceptable as the mailing address.

Business Contact Information: Provide either an email address, phone number or fax number that the business may be contacted at.

Start Date of Business in British Columbia: A date must be entered. The date may be in the past, present or future.

Nature of Business: Provide a brief description of the nature of business (e.g., corner grocery store, automotive repair service, landscaping, etc.).

C. Proprietorship: Enter the full name of the proprietor.

If the proprietor is an individual, the individual must use a residential address.

If you need assistance to complete this form, please phone 1 877 526-1526.

Mail this form to:

BC Registry Services PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

To register a proprietorship or general partnership:

Table with 2 columns: Fee Name, Amount. Rows: Name Approval (\$30.00), Registration (\$40.00), Total (\$70.00)

The above fees include one certified copy. Additional certified copies are \$25.00 each.

Make cheque payable to the Minister of Finance.

Freedom of Information and Protection of Privacy Act (FOIPPA):

Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Partnership Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.



Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 200 – 940 Blanshard Street Victoria BC V8W 3E6

STATEMENT OF REGISTRATION SOLE PROPRIETORSHIP

Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

NAME APPROVAL NO. – If known

NR

A. Name and Return Mailing Address of person submitting this form

NAME ADDRESS CITY/ PROVINCE/ POSTAL CODE

Note: The registration of a business name under the Partnership Act does not provide any protection for that name.

Please TYPE or PRINT CLEARLY.

CORPORATE REGISTRY REGISTRATION NUMBER

NATIONAL BUSINESS NUMBER

B. Business Information

BUSINESS NAME

BUSINESS ADDRESS – Must be the physical location of the business in B.C., not just a general delivery, post office box, rural route, site, or comp. number

STREET CITY PROVINCE POSTAL CODE British Columbia

MAILING ADDRESS – Complete only if different from Business Address

STREET CITY PROVINCE POSTAL CODE

BUSINESS CONTACT INFORMATION – email address, phone number or fax number

START DATE OF BUSINESS IN BRITISH COLUMBIA YYYYY / MM / DD DESCRIBE NATURE OF BUSINESS (e.g., grocery store, manufacturing)

C. Proprietorship – This is to certify that no other person is associated with me in this proprietorship.

1. PROPRIETOR NAME – State owner's name in full

PROPRIETOR ADDRESS – Must be a residential address if the proprietor is an individual.

It is an offence to make or assist in making a false or misleading statement in a record filed under the Partnership Act. A person who commits this offence is subject to a maximum fine of \$5,000.