

## INFORMATION ON REGISTRATION OF PROPRIETORSHIP

Thank you for your request on how to register a proprietorship in British Columbia.

This information package provides information on registering a business in British Columbia. For business or legal advice you should go to a small business consultant or a lawyer.

The provincial government, in partnership with local Chambers of Commerce, operates business information centres throughout British Columbia. Each centre has a wealth of information on starting up or expanding a business. Check the following website for the business information centre closest to you:

[www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

[www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

Your local library will also have information on establishing a business, including the pros and cons of registering a business or incorporating a company.

### Introduction

A business may be formed in British Columbia in one of two basic ways: it may be either unincorporated or incorporated. The method chosen initially depends upon the personal needs of the individuals involved (often called the “principals”) and the proposed goals of the organization. Each method offers its own particular advantages. You should make your decision according to the best professional advice available to you.

- Unincorporated businesses may be registered under the *Partnership Act*. This method is cheaper, faster and easier to accomplish, but its advantages are limited.
- Companies are incorporated under the *Business Corporations Act*. Incorporation is the more formal, complex and expensive of the two options, but it offers many significant advantages. For further information on how to incorporate a company, refer to the *Steps to Incorporating a Company in British Columbia* information package available at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca).

This information package explains the differences between unincorporated businesses and incorporated companies, and provides answers to the most commonly-asked questions.

The laws that govern the registration and maintenance of businesses and corporations are complex. Corporate Registry staff are pleased to provide information

and explain the process, but cannot give business or legal advice. Remember, there is no substitute for sound, independent and professional advice.

BC Registry Services cannot accept responsibility for any omissions or errors in this information package. **This package is intended as a guide only and should be read in conjunction with the *Partnership Act*.**

Acts and regulations are available for purchase through Crown Publications, [www.crownpub.bc.ca](http://www.crownpub.bc.ca).

### What are the different kinds of businesses?

#### Sole Proprietorship

The simplest form of a business organization is a proprietorship. One person performs all the functions required for the successful operation of the business. The proprietor secures the capital, establishes and operates the business, assumes all risks, accepts all profits and losses, and pays all taxes. The proprietor is said to be self-employed.

Any legal responsibilities arising out of the business activities are the proprietor's. All assets – business or personal – can be legally used to discharge the liability.

A corporation incorporated or registered in British Columbia may also operate a proprietorship if business is carried on under a name different than the corporation's.

#### General Partnership

In a partnership, two or more people or corporations combine their talents and resources to conduct business. Responsibility for all aspects of the business is usually shared among the partners, regardless of the amount of capital contributed by each individual.

Normally, each partner can be held personally responsible for all liabilities brought about by the partnership, regardless of the amount they invested.

General partnerships are formed by a relatively straightforward written agreement between the partners.

A partnership may also be considered to be formed through the actions of the people involved.

Partnerships rely on the continued membership of the partners. In the case of a two-person partnership, if one of the partners dies or declares bankruptcy, the partnership is normally dissolved.

## Limited Partnership

A limited partnership is a special type of partnership in which there may be one or more general partners and one or more limited partners. Limited partners cannot act on behalf of the partnership and usually cannot be held responsible for the liabilities of the partnership beyond the amount which they have committed to invest.

Limited partnerships are normally established by a formal agreement between all of the partners.

## Limited Liability Partnership

General partnerships that adopt a status that limits the liability of the partners.

## Corporation

A corporation is a legal entity which is separate and distinct from its members. It is formed according to the terms of a special contract between the members (shareholders). These terms are expressed in the corporation's Incorporation Agreement and Articles.

A corporation has all of the powers and capacity of an individual person. The following characteristics distinguish it from a partnership or proprietorship:

**Limited liability** – normally no member can be held personally liable for the debts, obligations or acts of the corporation beyond the amount of share capital the member has subscribed.

**Perpetual succession** – because the corporation is a separate legal entity, its existence does not depend on the continued membership of any of its members.

In addition, ownership interests in a corporation are usually easily changed. Shares may be transferred without affecting the corporation's existence or continued operation.

Companies may be incorporated provincially under the laws of British Columbia or federally under the laws of Canada. Companies incorporated under the laws of another provincial or foreign jurisdiction may be registered as extraprovincial companies if they are doing business in British Columbia.

For more information on incorporating companies in British Columbia, refer to the information package *Steps to Incorporating a Company in British Columbia* available at [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca) or the *Business Corporations Act*.

## Why register an unincorporated business?

One of the primary reasons for the registration of unincorporated businesses is so that the public can identify and locate the individuals involved in the business.

## Which businesses must register?

Under the *Partnership Act* you **must** register your unincorporated business with the Registrar of Companies if you:

- are associated in a partnership for trading, manufacturing or mining purposes;
- are engaged in business for trading, manufacturing or mining purposes and are not associated in partnership with any other person or people, but use as your business name a name other than your own, or use in your business name your own name and some words or a phrase that indicate more than one member is in the business (for example, "and Company," "and Associates").

A British Columbia limited partnership is not formed under the *Partnership Act* until a certificate has been filed with the Registrar of Companies. This certificate must be signed by each person, and state who is to be a general partner when the partnership is formed. A Notice of Registered Office must accompany the certificate. The information to be included in the certificate is described in sections 51 and 54 of the *Partnership Act*.

A limited partnership formed outside of the province may carry on business in British Columbia if registered under the *Partnership Act*.

## Which businesses don't have to register?

Partnerships engaged in business other than trading, mining and manufacturing are **not** required to register.

A proprietorship can operate under the proprietor's own name **without registering** with the Registrar of Companies; however, it may have to be registered with local authorities to obtain a business license.

## How do I register?

There are two steps involved in registering your unincorporated business:

- having the business name approved; and
- filing a Statement of Registration.

There is a separate fee for each step. The registrar will not begin the process until the fees have been paid.

## How much does it cost?

The cost to approve and reserve a name is \$30. The cost to register a proprietorship is \$40.

If you wish your documents processed on a **priority basis**, an additional \$100 will be required, **in addition to** the regular filing fee.

Remember, the most common reason registrations are rejected is incorrect payment.

Fees are payable to the Minister of Finance. You can pay by cash, cheque, bank draft or money order, in Canadian funds or equivalent. Fees are exempt from GST.

### ***What paperwork is needed?***

Two separate forms are required to register an unincorporated business:

- **Name Approval Request**; and
- **Statement of Registration Sole Proprietorship**.

### **Name Approval Request**

The first step in registering your business is to ensure the proposed name of your business is available. The Name Approval Request form attached allows you to make a maximum of three choices of names, in descending order of preference. Please read the Name Approval Request Instructions sheet carefully before making your three choices. The filing fee for this form is \$30.

You can apply for your name in the following ways:

#### **OVER THE INTERNET:**

Go to Name Requests Online at [www.bcregistrynames.gov.bc.ca](http://www.bcregistrynames.gov.bc.ca) to submit your Name Approval Request electronically to the Name Reservation Unit for examination, at the Corporate Registry. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

#### **BY SERVICE BC CENTRE**

Visit your local Service BC Centre office. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. For a location near you, go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

#### **BY ONESTOP SERVICE DELIVERY LOCATION**

Visit your local OneStop service delivery location. Upon payment of the specified fee, they can provide you with the Name Approval Request form and will submit your request to the Name Reservation Unit for examination, at the Corporate Registry. User fees may apply. For a location near you, go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

*Note: OneStop service delivery locations are able to assist with some business start-up information. Once your business has been established, the OneStop locations are a great source for business resource materials.*

#### **BY BC ONLINE**

If you have a BC OnLine account you can submit your request electronically.

#### **BY MAIL**

Submit your Name Approval Request form, with \$30 fee by cheque or money order payable to the Minister of Finance, to the Corporate Registry, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

For information regarding completion of your Name Approval Request form, contact the Corporate Registry at **1 877 526-1526**. Corporate Registry staff **cannot** provide legal or business advice.

### ***Why does the business name have to be approved?***

The practical reason why names have to be approved is to prevent the registration of names which are identical or deceptively similar. The *Partnership Act* states that the registrar shall not register a business name that is the same as, or closely resembles, a name of a corporation registered, incorporated or continued in British Columbia.

The law prevents the use of names which are so similar as to confuse or mislead people, and provides a record which allows the public to determine which individuals are behind the name.

The act also says that a business name shall not be approved if the registrar disapproves of the name.

The registrar approving or registering a name doesn't mean that you own the name. The name approval process is intended solely to protect the public interest.

*It's important to know that business names don't have the same protection as corporate names. A corporation may be registered under the same name as a business – but a business name won't be accepted if it can be confused with a corporate name.*

Under the *Partnership Act*, the registrar does not have the power to order a change of a name once it has been registered.

### ***How to register a business?***

Once you have received your name approval and name reservation number, and have met any and all conditions required on the Name Approval results, you can **instantly** register your proprietorship online, with the use of a credit card, on the OneStop Business Registry website at [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)

If you do not wish to register your proprietorship online, fill in the blanks on the easy-to-use Statement of Registration included with this package. The only requirements are that all the information is given and the form is legible. If the Statement of Registration is not completed correctly, it will be returned to you for correction.

When the Statement of Registration has been accepted and registered, you'll receive registration acknowledgment showing registration number and the date.

### ***How long does it take to register?***

Actual turnaround times will vary depending on volume. All work is processed on a first-come, first-served basis.

Faster service is available upon request and upon payment of the priority fees. Priority service can often result in same-day processing.

### ***Can I submit both forms at the same time?***

We recommend that you get the name approved before you complete the Statement of Registration form. Don't take the approval of a specific name for granted.

The Statement of Registration form is a legal document and cannot be changed or amended by anyone in the registrar's office once it has been filed for registration.

### ***What information does the registry have on file about registered businesses?***

The registrar is required by law to maintain a firm index and an individual index of the registrations filed under the *Partnership Act*.

The firm index is an alphabetical listing of all the firms registered. It shows the names of the people who make up the firm, as well as the registration number.

The individual index is an alphabetical listing of the members of each registered firm. It shows the name of the firms of which the individuals are members, and the registration number.

For a fee, the public may search both of these indexes. Copies of a business's Statement of Registration are also available for a fee.

### ***What if I sell my business?***

If you sell your business, a new Statement of Registration must be filed by the new owners.

### ***Is my business registration number a tax number?***

No – the number under which your business is registered by the Registrar of Companies has nothing to do with goods and services tax (GST).

You must register your business with the appropriate tax authority.

### ***Does the Registrar of Companies issue business licences?***

No – business licences are only issued under municipal authority. Contact the municipal offices in the area where you intend to operate.

### ***Where can I get help?***

Corporate Registry staff are happy to help you. For information regarding completion of your registration, contact the Name Reservation/Partnership Unit at **1 877 526-1526**. Corporate Registry staff **cannot** provide legal or business advice.

Service BC Centres throughout the province are also available to help you register and have the required forms. For a location near you, go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

### ***Where do I send my documents?***

Send your documents, with cheque or money order payable to the Minister of Finance, to:

**Mailing Address:**  
Corporate Registry  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

# NAME APPROVAL REQUEST INSTRUCTIONS

## IMPORTANT – READ CAREFULLY

### RESEARCH YOUR CHOICES!

The Names Examiner searches the Corporate Register only. This register includes the names of corporations incorporated or registered extraprovincially in British Columbia. It does not include names of British Columbia firms, trademarks or corporations registered outside British Columbia. If you want to ensure your name is not used outside of British Columbia, you could also access the Trademarks database at [www.strategis.ic.gc.ca](http://www.strategis.ic.gc.ca), or you may wish to search other jurisdictions in Canada. Most public business and trademark registers in Canada are reflected in the NUANS database, which may be searched for a fee through private search firms.

The approval of any name is at the discretion of the Registrar. You are paying for three choices. **Do not commit to any name before it is approved.** Provide three choices for each company you wish to name, in descending order of preference. Check them out for potential conflicts through telephone listings, business directories and other publications.

Occasionally this office will reject all three of your choices. If that happens, it will be necessary for you to complete another Name Approval form with three more choices and submit it to this office with another reservation fee.

### GENERAL

This form is used for the approval of all corporate and business names in British Columbia.

The first step in incorporation (company, society, cooperative association, financial institution) or registration of firms (partnership, proprietorship) or extraprovincial companies, is the approval of the name through the Name Reservation Section of the Corporate Registry.

Once your name is approved, it is reserved for you for a period of 56 calendar days. Any renewals of the reservation period will require payment of another reservation fee.

If you need assistance call our help telephone number **1 877 526-1526**.

Once your name is reserved, the next step is to submit the necessary information to incorporate a company or society, register a proprietorship, partnership or limited partnership or register a foreign entity as an extraprovincial company.

Please go to the Corporate Registry's website for information on how to incorporate or register, as well as information on other services provided by the Corporate Registry.

The website address is: [www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

Approval of a name by the Registrar for either a corporation or a firm does not provide a proprietary right or interest in the name under any circumstances. It is intended solely to protect the public interest by:

- preventing names of corporations which are so similar as to confuse or mislead; and
- providing a record which allows the public to determine which individuals are associated with a corporation or firm name.

A corporation or a firm name may be registered under the same name as another firm. As a result there are many duplications of firms names, however, a firm or a corporation name will **not** be accepted if it can be confused with another corporate name.

### FIRM NAMES (partnership, proprietorship, limited partnerships, limited liability partnership)

Registration of a firm 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.

### Fees

The payment of fees in advance is a mandatory requirement of doing all business with the Corporate Registry office. The fee to submit a Name Request to the Corporate Registry by mail is \$30.00

Applicants are urged to consult the current Fee Schedule. Payment of the wrong amount is a common cause for the rejection of name requests. Cheques and money orders are to be made payable to the Minister of Finance.

### PRIORITY SERVICE

Names are processed in the order of time of receipt. Upon request and on payment of an additional fee, an application will be processed in priority to others, normally within 24 hours of receipt.

### PROCESS

This form allows you to make a maximum of three choices, in order of preference, for each name approval. If you wish to have more than one name approved, you must complete an additional form and pay another fee. Your first choice for a name may be approved, if available, and held for a period of **56 calendar days**. Any renewals of the reservation period will require payment of another reservation fee. **Your 2nd and 3rd choices are not examined unless the initial choice of name is not available.** Regardless of whether your three choices are all examined or not, the full fee is charged.

A name approval request may be made on this form, or in writing with the same information as is required on this form.

You can apply for your name in the following ways:

**OVER THE INTERNET:** Go to Name Requests Online at [www.bcregistrynames.gov.bc.ca](http://www.bcregistrynames.gov.bc.ca) to submit your Name Approval Request electronically, for examination by the Name Reservation Unit at the Corporate Registry. Payment is by credit card. There is online information you can access to help you through the process. The fee to submit online is \$30 and a BC OnLine service fee of \$1.50.

**BY SERVICE BC CENTRE:** Visit any Service BC Centre who will transmit the request to the Registrar. For locations go to [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca).

**BY ONESTOP SERVICE DELIVERY LOCATION:** Visit your local OneStop service delivery location. They will transmit the request to the Registries. User fees may apply. For locations go to [www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca).

**BY MAIL:** Names Reservation Section, Corporate Registry  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

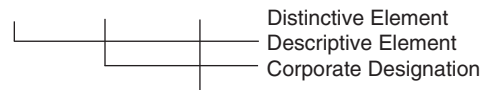
You can also apply for your name by visiting the Names Unit located on the 2nd Floor, Suite 200, 940 Blanshard Street, Victoria, BC V8W 3E6.

Results will be confirmed in the same manner as the application was made.

### NAME COMPONENTS

In assessing names, the Registrar's staff analyze them according to their constituent components. The form of name acceptable in principle consists of a distinctive element, followed by a descriptive element and ending with a corporate designation (if applicable).

e.g. ABC Manufacturing Ltd.



### DISTINCTIVE ELEMENT

The distinctive element serves to differentiate names having identical or similar descriptive elements, and for that reason, is the **most important** element to be examined in the name.

Names such as "Tire Shop Ltd." and "Shoe Store Ltd." lack an appropriate distinctive element and would be rejected for that reason.

They would be acceptable, if prefixed with an additional distinctive element (e.g. coined word, geographical location or personal name) that would distinguish them from all the other tire shops and shoe stores.

e.g. **Vancouver** Tire Shop Ltd.      **Sandell's** Shoe Store Ltd.

Coined and made-up words are acceptable distinctive elements, provided they do not conflict with others already registered.

e.g. **Intertex** Enterprises Ltd.      **Fabuform** Diet Centre Ltd.

A uniquely coined word, used in addition to a geographical location (e.g. Altrex Canada Ltd.), is normally considered sufficiently distinctive by itself that a descriptive element is not usually required.

## DESCRIPTIVE ELEMENT

The descriptive element is useful in describing the nature of the business as well as expanding the options available. It allows for use of identical or similar distinctive elements, which might be desirable in developing a particular presence in the marketplace.

e.g. Victoria **Brake Shop** Ltd.                      Victoria **Stationery** Ltd.

## CORPORATE DESIGNATION

Incorporating companies **must have as the last word in the name**, the corporate designation, "Limited", "Limitee", "Incorporated", "Incorporee" or "Corporation".

For all purposes, using the abbreviations of these words (e.g. "Ltd.", "Ltee.", "Inc." or "Corp.") is acceptable.

Extrajurisdictional companies may have "Limited Liability Company" or "LLC." as the last word in their name.

The corporate designation is **not** applicable to a firm name, society or cooperative name.

Firm names for partnerships and proprietorships **cannot** use "Ltd.", "Inc." or "Corp." in their names, but they may use "Company" or "Co."

Firm names for limited partnerships **must** use "Limited Partnership" at the end of the name.

Firm names for limited liability partnerships **must** use "Limited Liability Partnership" or "LLP." at the end of the name.

Societies should have the designation "Society" or "Association" as the last word in their name. Companies are precluded from the use of these words in their names.

Cooperatives should use the word "Cooperative" in their name and may also use "Association", "Society", "Union" and "Exchange".

## SINGLE WORD NAMES

Single word names (such as International Limited) are normally not sufficiently distinct from other names containing the same word and generally will not be approved.

An exception may be allowed if the proposed, single-word name contains a coined word that has been trademarked and evidence of the trademark is presented with the name request. Each case will be determined on its merits.

Obvious contractions of common words (e.g. Petrochem, being a contraction of petroleum and chemical) are not considered to be coined words for the purposes of single-word names.

## NUMBER NAMES

Numerals may be used in company names as the distinctive element. A year may be used in a name provided that it is the year of incorporation, amalgamation, change of name, or registration.

e.g. 123456 Enterprises Ltd.                      Pacific Enterprises (1997) Ltd.

The incorporation number may be used as the name of a British Columbia company. The accepted format is "345678 B.C. Ltd."

A name reservation or fee is not required for B.C. companies using just their incorporation number. The name will be given according to the next available number at the time of incorporation.

Numbered companies from other jurisdictions, continuing into British Columbia and wishing to retain their numbered names, will be required to conform with the name requirements of this province.

## PERSONAL NAMES

In most cases, a natural person's full name will be considered to be sufficiently distinctive and therefore acceptable.

e.g. Bill Brown Ltd.                      John Smith Inc.

Two surnames, or initials with a surname, are normally accepted.

e.g. Brown, Green Inc.                      J.R. Black Corp.

## WELL KNOWN NAMES

Names, which include well known trade names and trademarks, will not be allowed without the advance written consent of the holder.

e.g. Exxon, Xerox, Coke

## EXTRAJURISDICTIONAL NAMES

Special consideration will be given to established extrajurisdictional companies applying for registration in the province, provided there is not a direct conflict in names.

## SPECIAL CHARACTERS

The use of special characters (such as % or \*) should be avoided in corporate and business names.

Some special characters may not be recognized by computer, will not print accurately and may not be allowed.

The "ç" symbol will not be approved in a name under any circumstances.

## NO SUGGESTION OF GOVERNMENT CONNECTION

The word "government" (in either its English or French form) will not be allowed. Other words which might imply connection with, or endorsement by, any government require written consent of that government. Examples of other words which imply government connection are "ministry", "bureau", "secretariat", "commission" and "certified".

The use of "British Columbia" or "BC" as the distinctive element in any name is considered to imply connection with the Government of the Province of British Columbia. Use will be accepted only on the written consent of that government, usually obtained from the Protocol Office, Intergovernmental Relations Secretariat, after the name has been approved by the Registrar.

Use of the words "British Columbia" and "BC" will be accepted without consent, if they are placed at the end of a name and before the corporate designation.

e.g. Pacific Warehouse Storage BC Ltd.

## NO SUGGESTION OF CONNECTION WITH CROWN OR ROYAL FAMILY

A name which suggests or implies a connection with the Crown, any living member of the Royal family, or endorsement by the Crown or Royal family will not be accepted without the written consent from the appropriate authority after the name has been approved by the Registrar.

e.g. Prince Charles Tea Room Ltd.

This does not apply to references in a name to geographical locations such as Prince George, Prince Rupert and references to New Westminster as the Royal City.

The use of the words "Crown" or "Royal" in combination with another word(s) that does not imply connection with the Crown or Royal family may be allowed.

e.g. Triple Crown Painting Ltd.                      Royal Star Holdings Ltd.

## OBJECTIONABLE NAMES

Names that are considered to be objectionable on public grounds will not be accepted.

A name will not be approved if it includes a vulgar expression, obscene word or connotation, racial, physical or sexual slur.

The use of names of public figures will not be accepted without the advance written consent of the person named.

## GUIDELINES

This abbreviated information is provided for convenience only. Corporate and business law is complicated, and there can be no substitute for sound professional advice. The Corporate Registry cannot accept responsibility for any errors or omissions in this information.

## HELP IS AVAILABLE

For assistance or further information, please call 1 877 526-1526.



NAME REQUEST

NAME APPROVAL NUMBER NR

Important: Use this number on all documents and in the electronic submission of documents.

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

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

- Please retain a copy for your records. If the request is mailed, the Name Reservation section will notify you by letter or email once your request is completed. Please type or print clearly. SHADED AREAS ARE FOR OFFICE USE ONLY.

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 Business Corporations Act, Cooperative Association Act, Partnership Act or Society 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.

PRIORITY REQUEST - Additional fee required
YES - This is a priority request and I have enclosed an additional fee for this service.
ROUTING SLIP NO. DEBIT BCOL ACCOUNT NO.
FOLIO NO. DEPOSIT ACCOUNT TRANSACTION NO.
GOVT. AGENT TRANSACTION DATE DATE RECEIVED
GOVT. AGENT TRANSACTION NO. GOVT. AGENT AMOUNT COLLECTED

APPLICANT SURNAME FIRST NAME AND INITIALS

ADDRESS

CITY PROVINCE POSTAL CODE

APPLICANT PHONE NO. COMPLETE THIS SECTION FOR RESULTS BY EMAIL CONTACT PERSON NAME
EMAIL ADDRESS

Indicate what the name request is for: (In order for this request to be completed, one box must be ticked)
CORPORATION (INCLUDES A FOREIGN CORPORATION) PROPRIETORSHIP/PARTNERSHIP SOCIETY FINANCIAL INSTITUTION COOPERATIVE ASSOCIATION

Is this request for a foreign corporation incorporated in another province or country? IF YES, ENTER THE JURISDICTION NATURE OF BUSINESS
YES NO

ADDITIONAL INFORMATION

Name Request (first choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (second choice) PLEASE TYPE OR PRINT CLEARLY

Name Request (third choice) PLEASE TYPE OR PRINT CLEARLY



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

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.