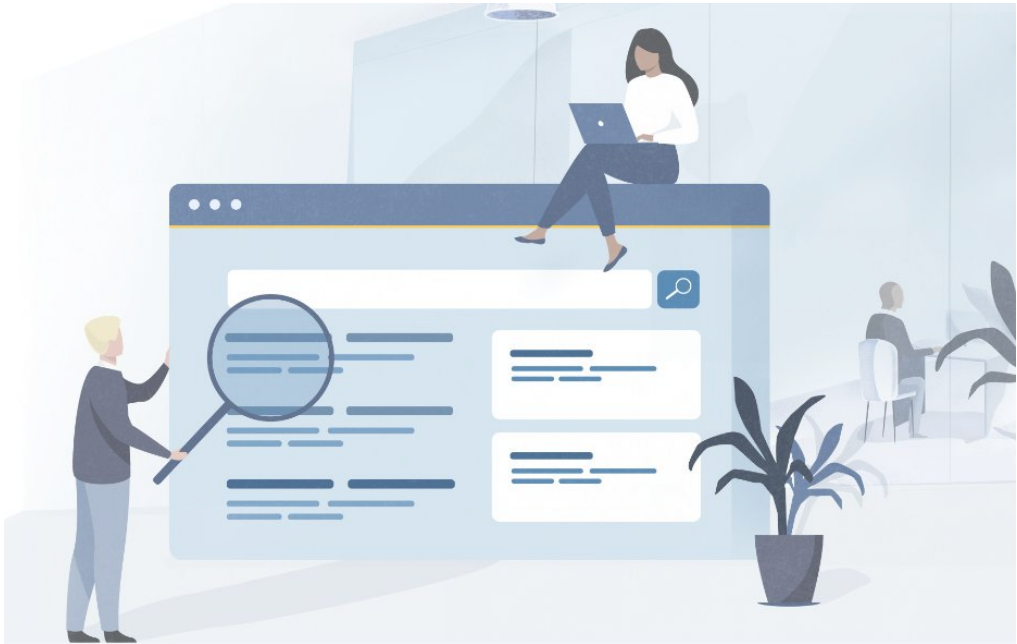
ServiceBC
BC Registries and Digital Services

Business Registry Quick Guide: Registering a Sole Proprietorship



Created: October 2023
Reviewed: August 2025

Business Registry Quick Guide: Registering a Sole Proprietorship

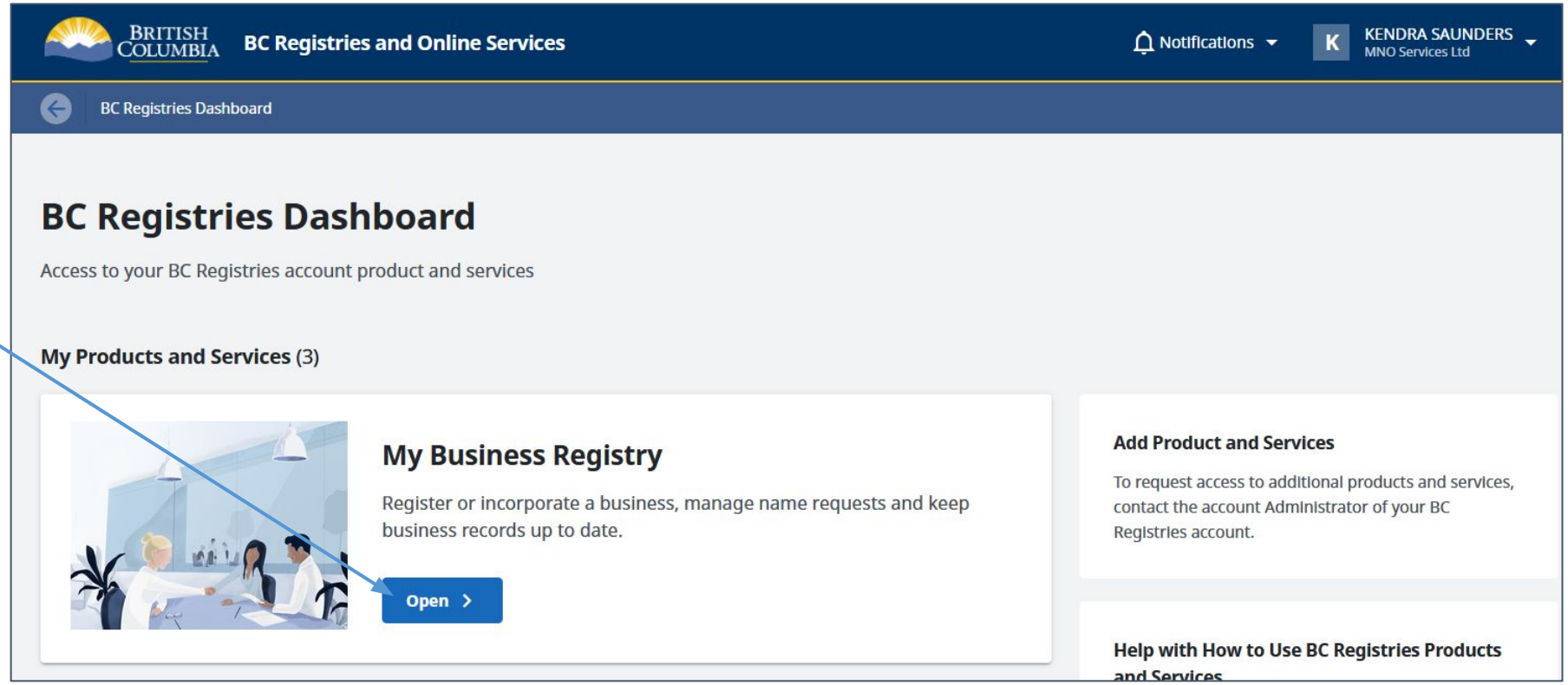
Step: **Log into BC Registry application and open the Business Registry**

Log into your BC Registry account: https://www.bcregistry.gov.bc.ca/. *Note: you must have an approved Name Request to register a sole proprietorship.*

Don't have an account yet?

1. Set up your BC Services Card account as you will need this to login securely to the BC Business Registry.
    - You don't need to be a resident of B.C. to start a business. You can live outside of B.C.
    - If you live in Canada, view the accepted IDs you can use to set up your BC Services Card account.
2. Set up your BC Registry account. View our Create an account using a BC Services Card guide or BC Token guide for help.

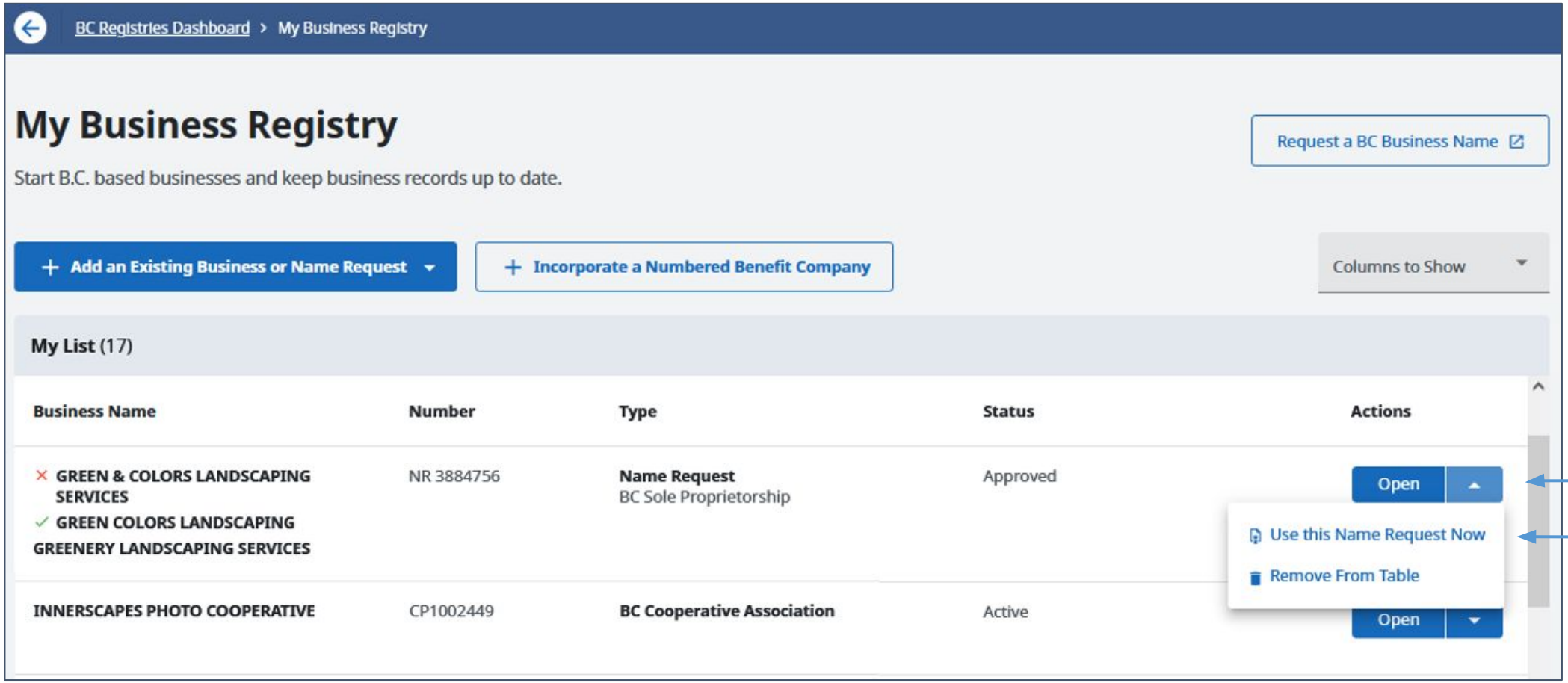
Open My Business Registry



Step: **Use an approved Name Request to register the business**

Use an approved Name Request that is already in your dashboard **OR** add an existing Name Request to dashboard

Open the Name Request application to request a new BC Business Name



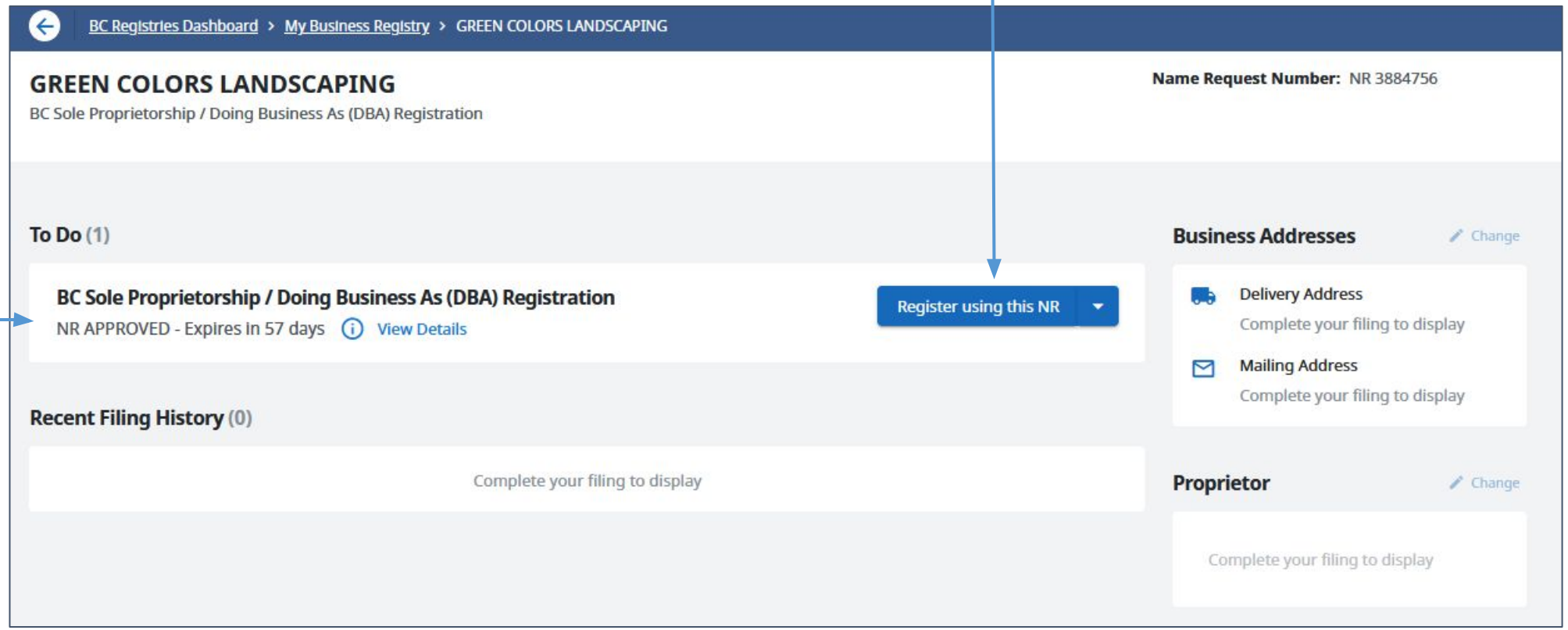
Click on the arrow to open menu and click on “Use this Name Request Now”

✔ - approved name
X - rejected name

Step: **Register using this name request**

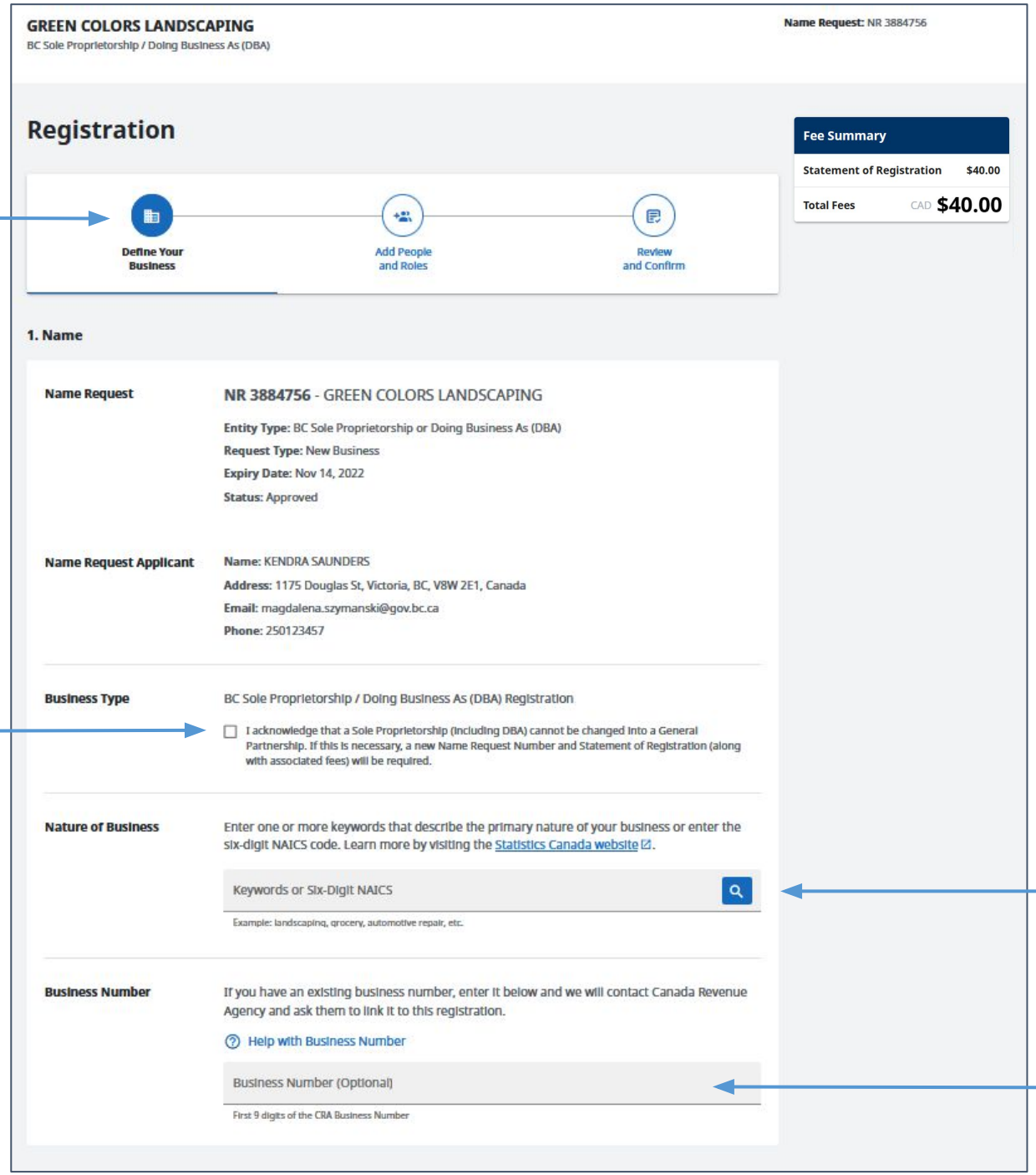
Days to approved name expiry

Click to register business using this Name Request



Step: **Define Your Business**

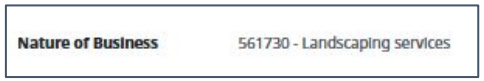
Three steps to complete registration; can be completed out of order by clicking on a step



Fee summary is visible on every step of the registration

Check this box to acknowledge that a Sole Proprietorship (or DBA) cannot be changed into a General Partnership

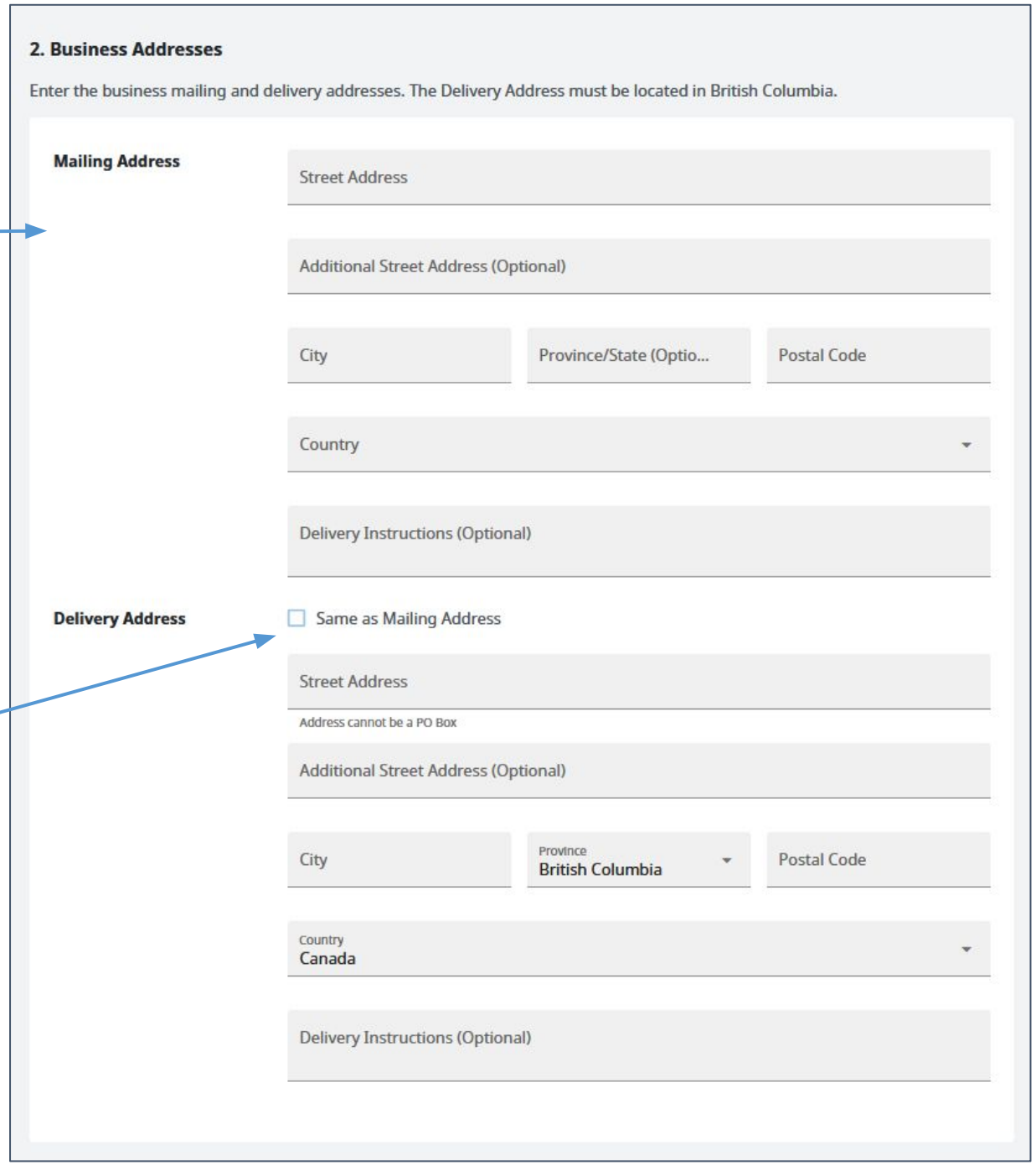
Type in keywords or NAICS code to describe the nature of this business. Box will appear to select the option that best describes this business' nature. For example:

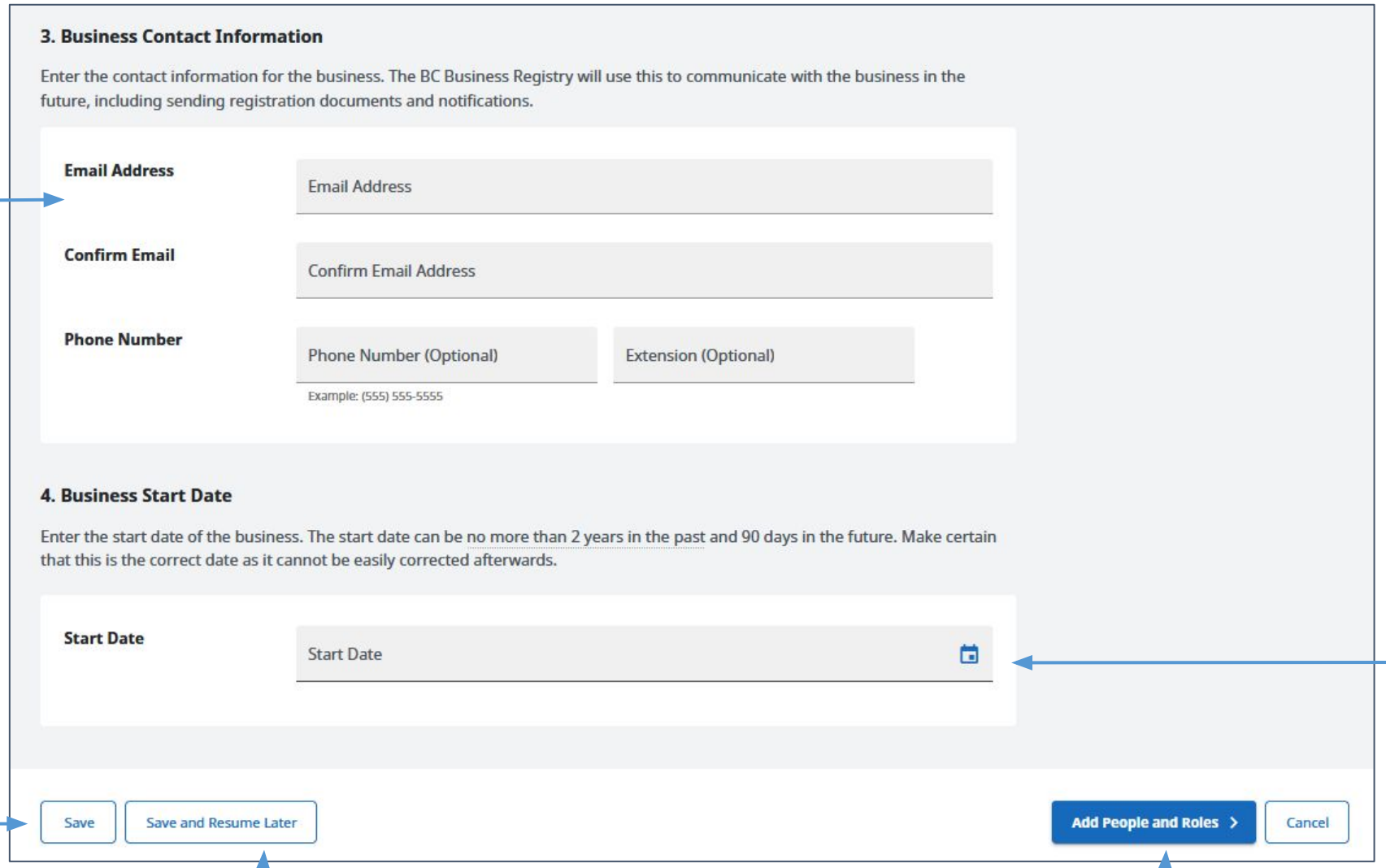


CRA Business Number is not required to register

Address field uses Canada Post address lookup that helps fill in the address; can be overwritten

If Delivery Address is same as Mailing Address, check this box





Enter **business** email address and phone number

'Save' saves registration progress up to that point.

Enter the start date of the business; if business start date is more than 10 years in the past, choose the oldest date possible

'Save and Resume Later' saves the registration as a draft in the Business Registry dashboard, returning the user to the PPR dashboard

Advance to next step by clicking on the blue button **OR** by clicking any step icon at the top of the page

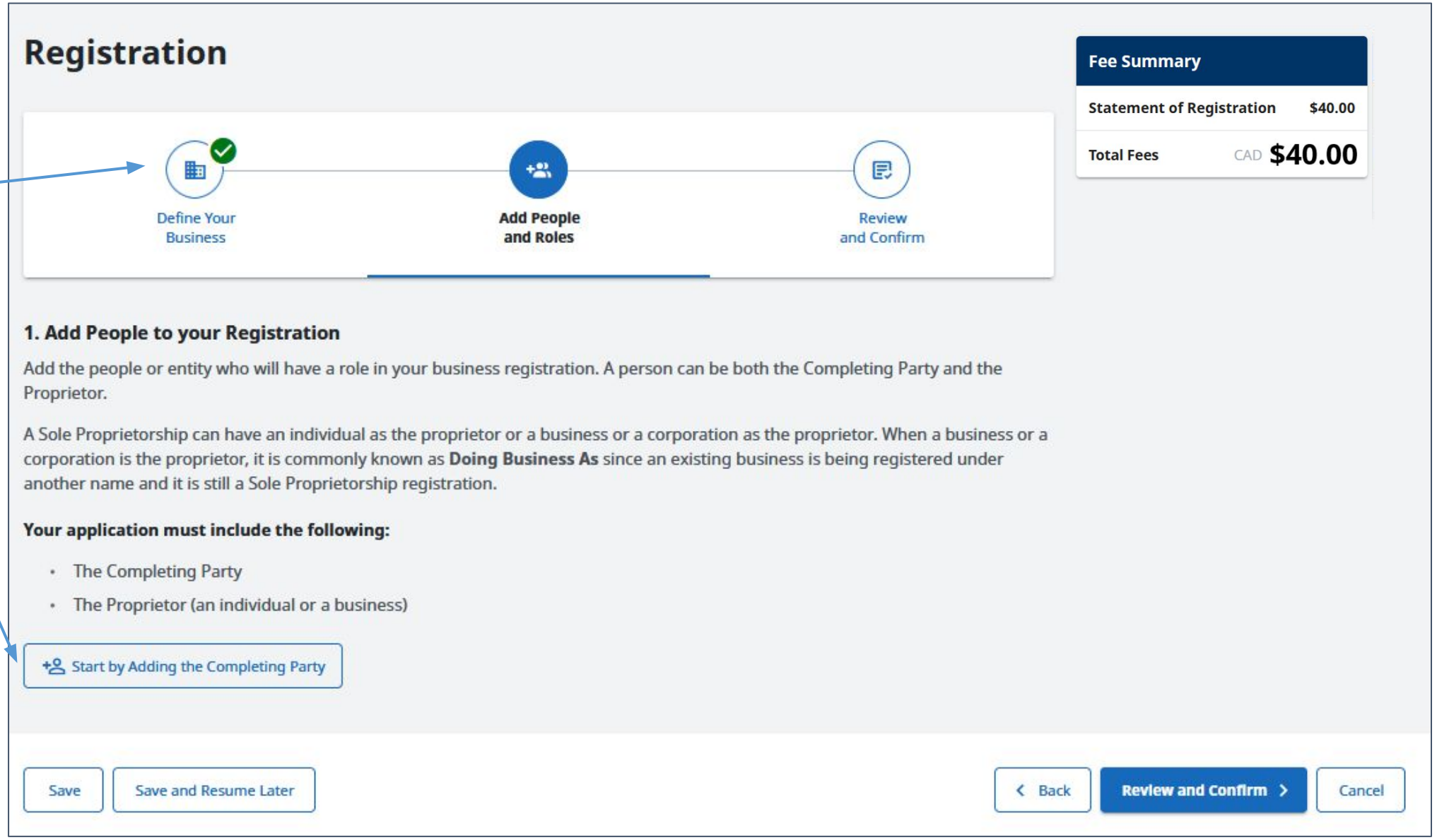
Step: **Add People and Roles**

Green checkmark signifies all parts of step have been completed

Lack of checkmark signifies an uncompleted step

Click on “Start by Adding the Completing Party”.

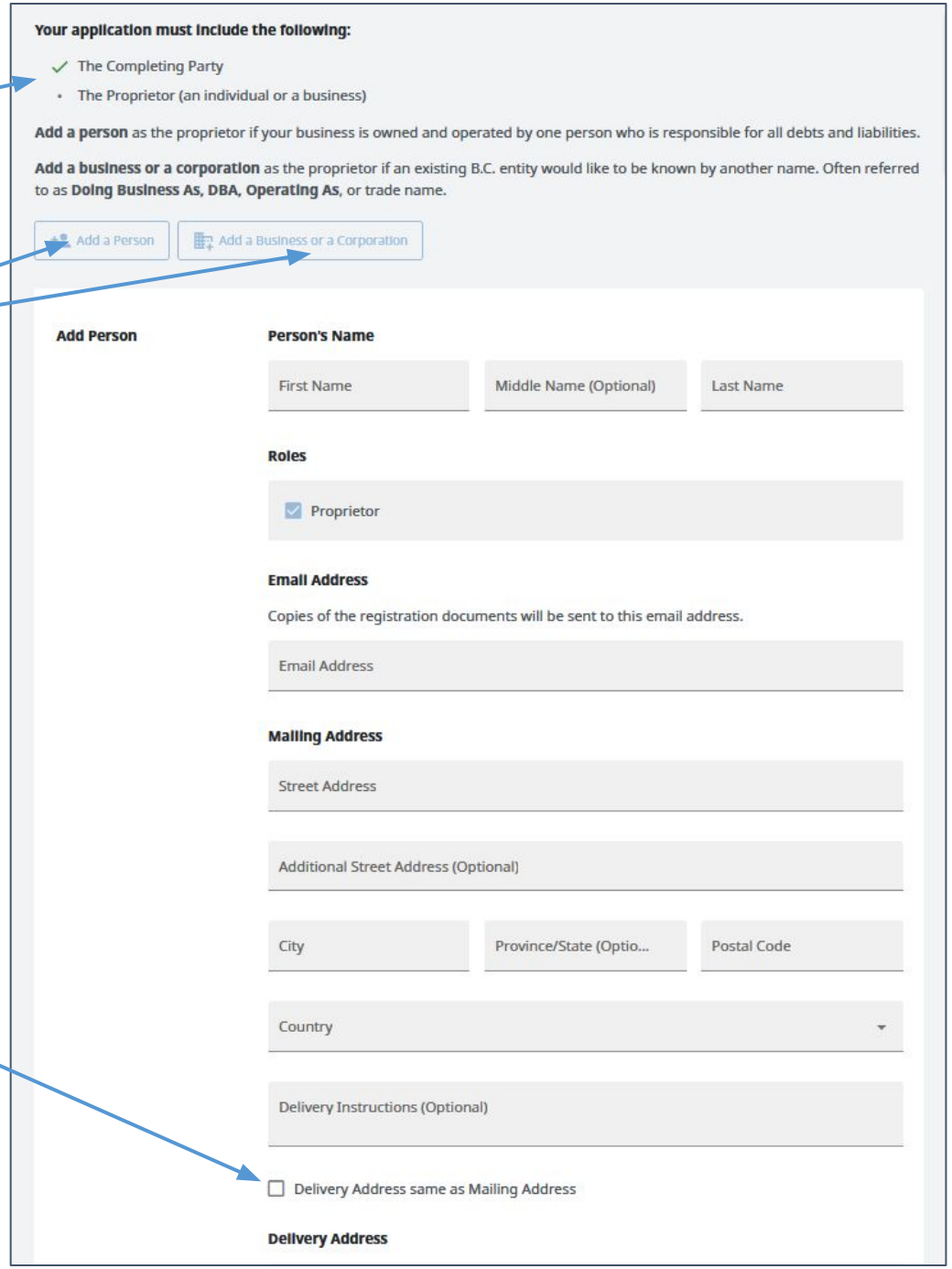
This information is based on the user’s account as they are the person completing this registration. Only mailing address can be updated in this step



Green check mark in list signifies that a listed items has been completed

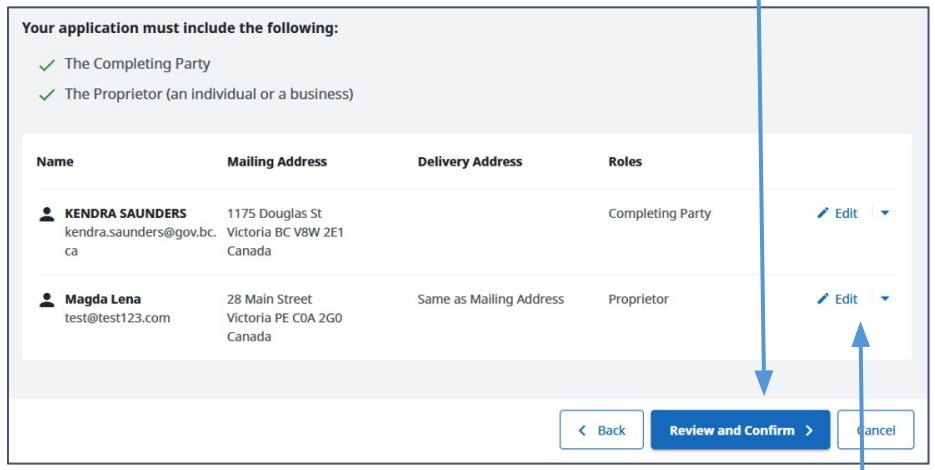
Add a person or business/corporation as the Proprietor

Fill out the form that displays. This example is for adding a **person** as a Proprietor



Check this box is the Delivery Address for this proprietor is same as the Mailing Address. If not, continue filling out the form

Once Completing Party and Proprietor information is added, go to next step

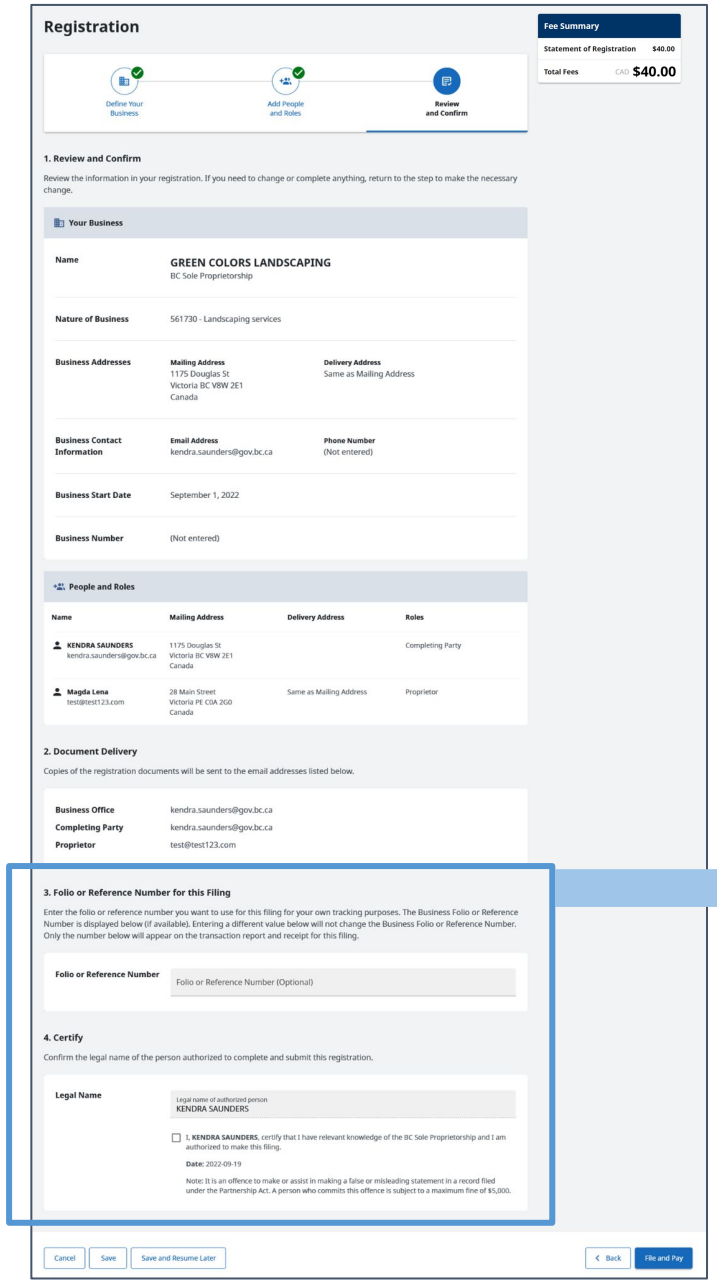


Click ‘Edit’ to update any information that was entered or click the arrow to remove the entry

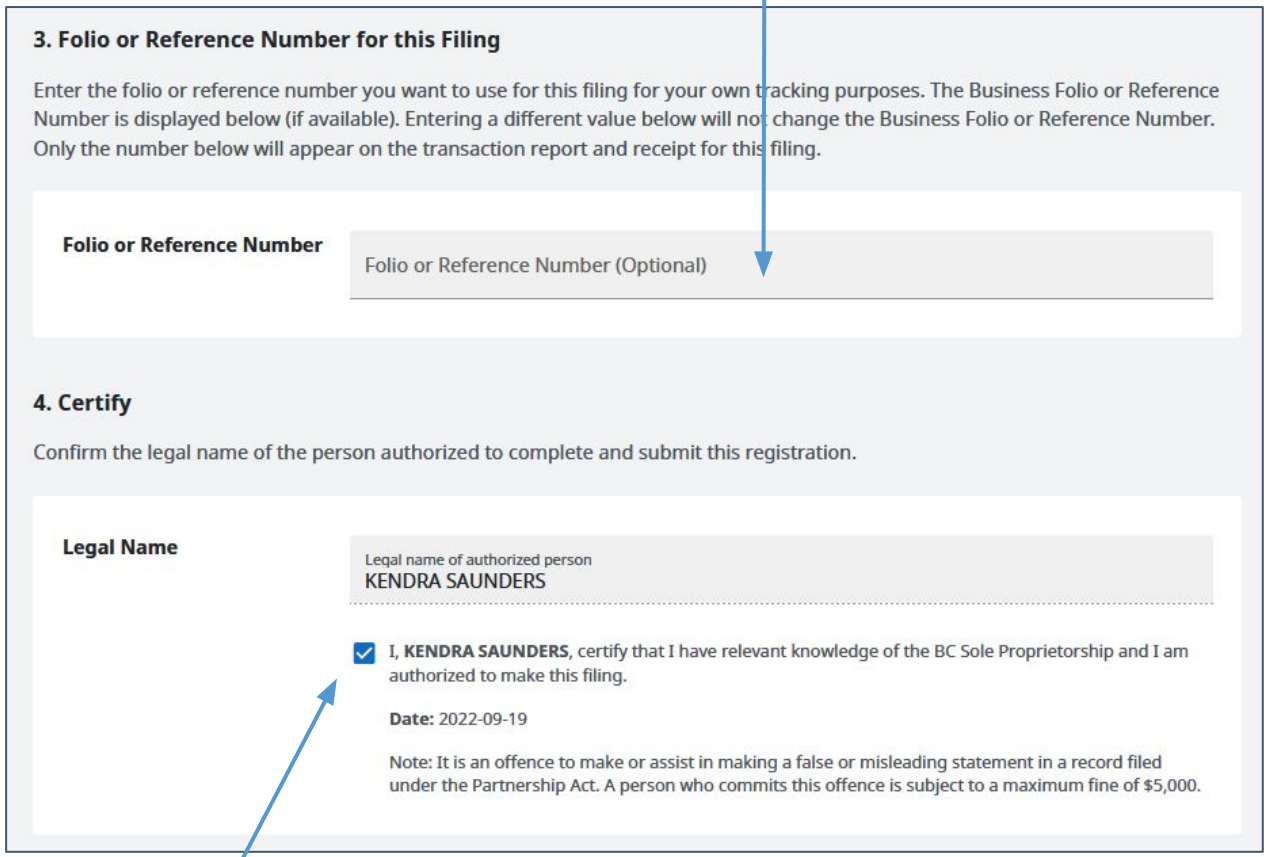
Step: **Review and Confirm**

Registration information entered in previous steps is displayed for review

To change/edit listed information, go back to corresponding step by clicking on an icon in the stepper or by clicking ‘Back’



Field for optional Folio number for user’s reference



Check this box to confirm submitting person is authorized to submit this filing

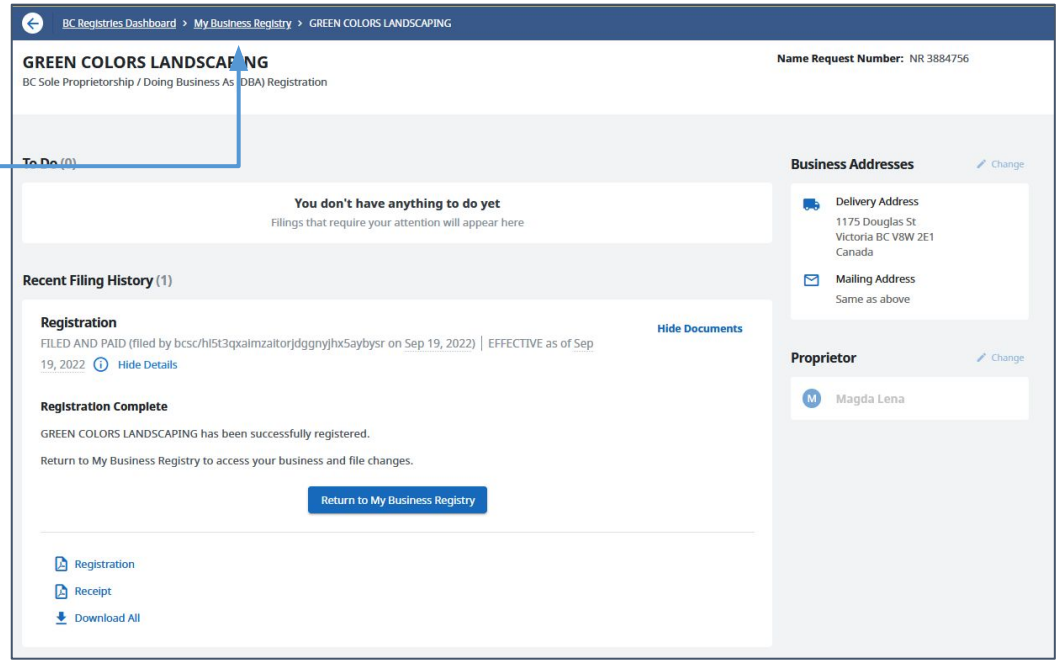


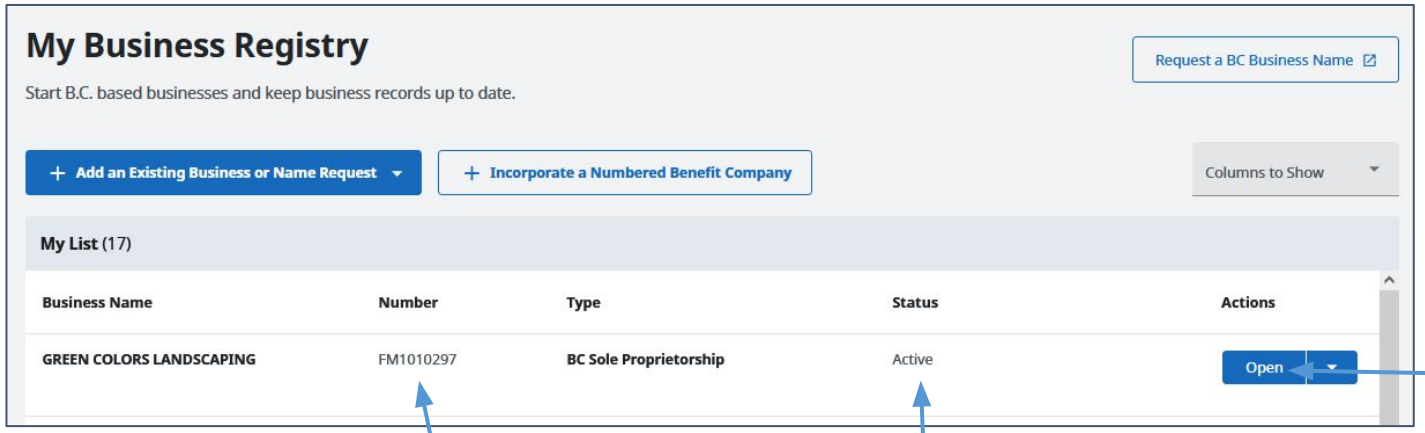
‘File and Pay’ files the registration; registration is added to the Business Registry dashboard

Step: **View transaction information and go back to My Business Registry dashboard**

Registration is processing. Go to the My Business Registry dashboard to view the business

Email with the Statement of Registration will be sent to the Completing Party and Proprietor





Click ‘Open’ to view business information

Sole Proprietorship registration number appears in table, beginning with ‘FM’

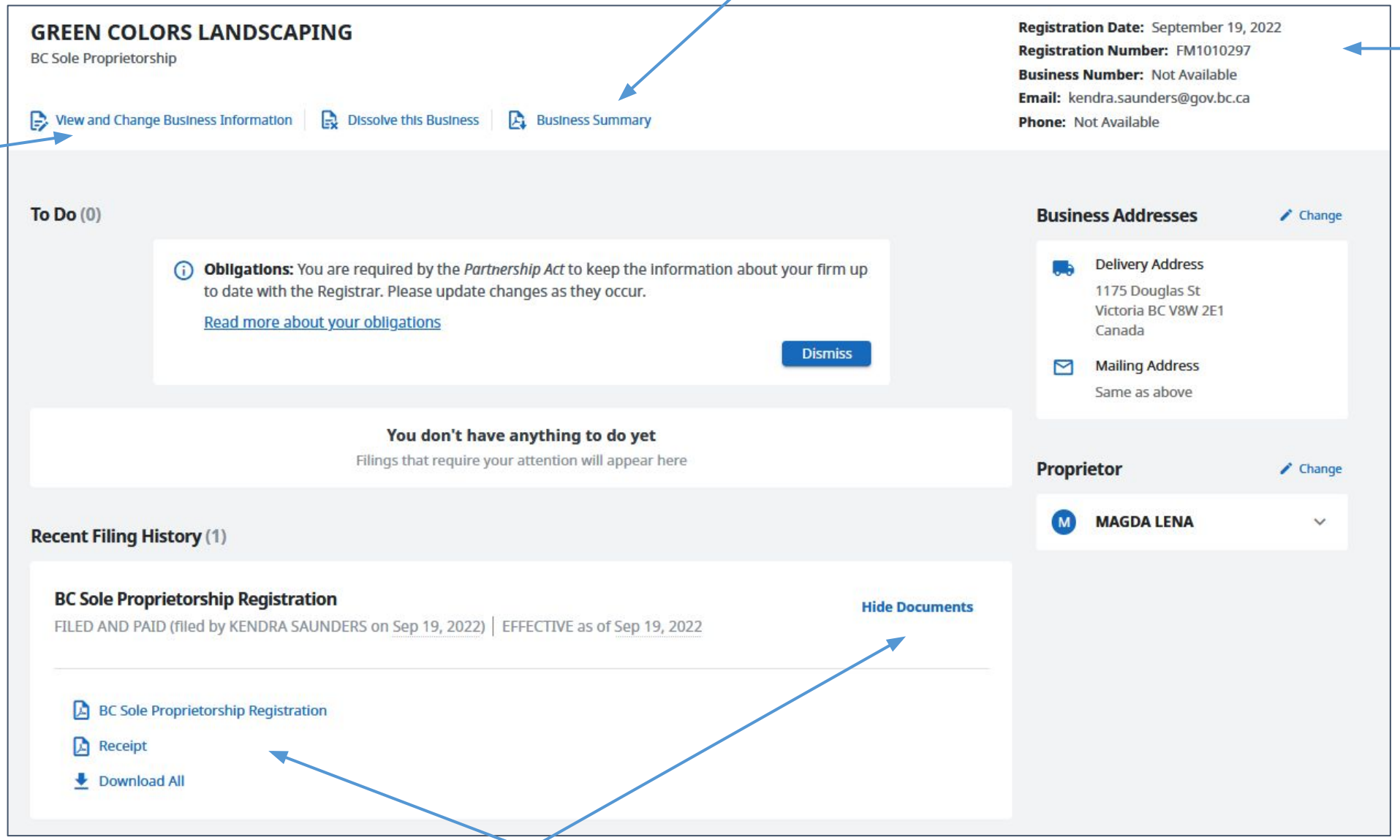
Business is now active

Step: **View business in My Business Registry dashboard**

Download the Business Summary

Business information displays here

View or update business or proprietor information



View Statement of Registration and receipt

Sample Statement of Registration & Business Summary

BRITISH COLUMBIA

STATEMENT OF REGISTRATION

BC Sole Proprietorship - Partnership Act

GREEN COLORS LANDSCAPING

Registration Number: FM1010297
Filed Date and Time: September 19, 2022 at 5:16 pm Pacific time
Business Number: Not Available
Retrieved Date and Time: September 19, 2022 at 5:35 pm Pacific time

CERTIFIED COPY
of a document filed with the Province of British Columbia Registrar of Companies
T.F. SPARKS

TEST DATA NOT FOR OFFICIAL USE

Business Information

Name Request Number: NR 3884756
Business Name: GREEN COLORS LANDSCAPING
Nature of Business: Landscaping services
Business Start Date: September 1, 2022

Mailing Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Delivery Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Proprietor Information

The Proprietor listed below is the only member of the Sole Proprietorship.

Lena, Magda

Mailing Address
28 Main Street
Victoria PE C0A 2G0
Canada

Delivery Address
28 Main Street
Victoria PE C0A 2G0
Canada

Completing Party

Saunders, Kendra

Mailing Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Completing Party Statement

Kendra Saunders certifies that they have relevant knowledge of the BC Sole Proprietorship and is authorized to make this filing.

BRITISH COLUMBIA

BUSINESS SUMMARY

BC Sole Proprietorship - Partnership Act

GREEN COLORS LANDSCAPING

Registration Number: FM1010297
Business Number: Not Available
Registration Date and Time: September 19, 2022 at 5:16 pm Pacific time
Summary Date and Time: September 19, 2022 at 5:34 pm Pacific time
Company Status: Active

TEST DATA NOT FOR OFFICIAL USE

Business Information

Business Name: GREEN COLORS LANDSCAPING
Nature of Business: Landscaping services
Business Start Date:

Business Addresses

Mailing Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Delivery Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Proprietor Information

Lena, Magda

Mailing Address
28 Main Street
Victoria PE C0A 2G0
Canada

Delivery Address
28 Main Street
Victoria PE C0A 2G0
Canada