

Business Registry Quick Guide: Registering a General Partnership

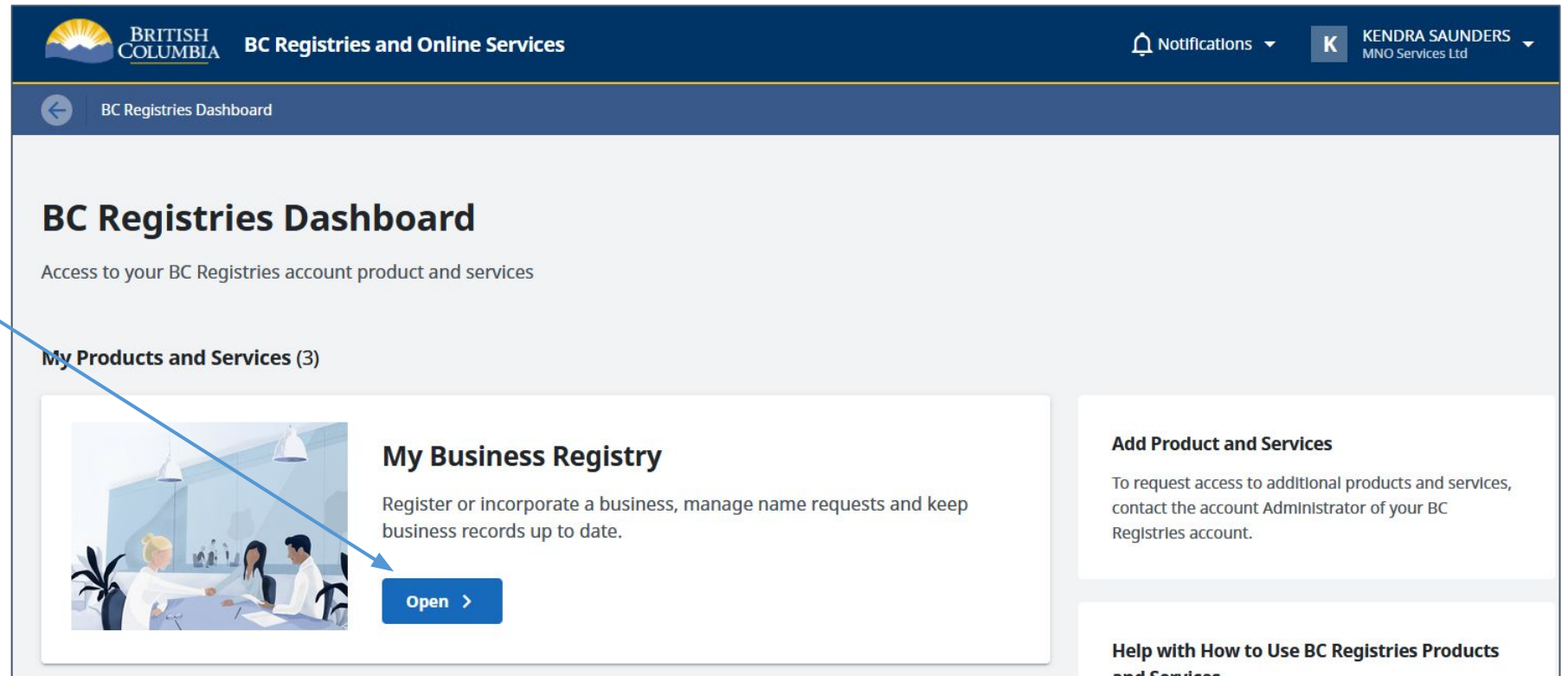
Step: Log into BC Registry application and open the Business Registry

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

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 app](#) or [BC Token](#) for help.

Open the Business Registry



The screenshot shows the BC Registries Dashboard. At the top, there is a header with the British Columbia logo, 'BC Registries and Online Services', a notifications bell, and a user profile for 'KENDRA SAUNDERS MNO Services Ltd'. Below the header is a 'BC Registries Dashboard' breadcrumb. The main content area is titled 'BC Registries Dashboard' with the subtitle 'Access to your BC Registries account product and services'. Under 'My Products and Services (3)', there is a card for 'My Business Registry' which includes an illustration of people in a meeting, the text 'Register or incorporate a business, manage name requests and keep business records up to date.', and a blue 'Open >' button. A blue arrow points from the text 'Open the Business Registry' to this button. To the right of the 'My Business Registry' card is a section titled 'Add Product and Services' with text about requesting access to additional products. At the bottom right, there is a link for 'Help with How to Use BC Registries Products and Services'.

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

BC Registries Dashboard > My Business Registry

My Business Registry

Start B.C. based businesses and keep business records up to date.

+ Add an Existing Business or Name Request

+ Incorporate a Numbered Benefit Company

Columns to Show

My List (17)

Business Name	Number	Type	Status	Actions
<div><div>✗ WEST COAST COFFEE ROASTERS</div><div>✓ COASTAL COFFEE ROASTERS</div><div>OCEANSIDE COFFEE ROASTERS</div></div>	NR 7399172	Name Request BC General Partnership	Approved	<div>Open</div> <div><div>Use this Name Request Now</div><div>Remove From Table</div></div>
GRIERS GREEN LAWNS	FM1007044	BC Sole Proprietorship	Active	

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

Step: Register using this name request

Days to approved
name expiry

Click to register business
using this Name Request

[BC Registries Dashboard](#) > [My Business Registry](#) > COASTAL COFFEE ROASTERS

COASTAL COFFEE ROASTERS

BC General Partnership Registration

BC General Partnership Registration

NR APPROVED - Expires In 56 days

[View Details](#)

Register using this NR

Recent Filing History (0)

Complete your filing to display

Business Addresses

Delivery Address

Complete your filing to display

Mailing Address

Complete your filing to display

Partners

Complete your filing to display

BC Registry
Services

Step: Define Your Business

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

Check this box to acknowledge that a General Partnership cannot be changed into a Sole Proprietorship

COASTAL COFFEE ROASTERS
BC General Partnership

Name Request: NR 7399172

Registration

Define Your Business

Add People and Roles

Review and Confirm

Fee Summary

Statement of Registration	\$40.00
Total Fees	CAD \$40.00

1. Name

Name Request

NR 7399172 - COASTAL COFFEE ROASTERS

Entity Type: BC General Partnership

Request Type: New Business

Expiry Date: Nov 14, 2022

Status: Approved

Name Request Applicant

Name: KENDRA SAUNDERS

Address: 1175 Douglas St, Victoria, BC, V8W 2E1, Canada

Email: magdalena.szymanski@gov.bc.ca

Phone: 2501234567

Business Type

General Partnership

☐ I acknowledge that a General Partnership cannot be changed into a Sole Proprietorship (including DBA). If this is necessary, a new Name Request Number and Statement of Registration (along with associated fees) will be required.

Nature of Business

Enter one or more keywords that describe the primary nature of your business or enter the six-digit NAICS code. Learn more by visiting the [Statistics Canada website](#).

Keywords or Six-Digit NAICS

Example: landscaping, grocery, automotive repair, etc.

Business Number

If you have an existing business number, enter it below and we will contact Canada Revenue Agency and ask them to link it to this registration.

[Help with Business Number](#)

Business Number (Optional)

First 9 digits of the CRA Business Number

Fee summary is visible on every step of the registration

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:

Nature of Business 311920 - Coffee and tea manufacturing

CRA Business Number is not required to register

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

2. Business Addresses

Enter the business mailing and delivery addresses. The Delivery Address must be located in British Columbia.

Mailing Address

Street Address

Additional Street Address (Optional)

City

Province/State (Optio...

Postal Code

Country

Delivery Instructions (Optional)

Delivery Address

☐ Same as Mailing Address

Street Address

Address cannot be a PO Box

Additional Street Address (Optional)

City

Province
British Columbia

Postal Code

Country
Canada

Delivery Instructions (Optional)

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

Enter **business** email address and phone number

3. Business Contact Information

Enter the contact information for the business. The BC Business Registry will use this to communicate with the business in the future, including sending registration documents and notifications.

Email Address

Email Address

Confirm Email

Confirm Email Address

Phone Number

Phone Number (Optional)

Extension (Optional)

Example: (555) 555-5555

4. Business Start Date

Enter the start date of the business. The start date can be no more than 2 years in the past and 90 days in the future. Make certain that this is the correct date as it cannot be easily corrected afterwards.

Start Date

Start Date

Save

Save and Resume Later

Add People and Roles >

Cancel

'Save' saves registration progress up to that point.

Enter the start date of the business; if business start date is more than 2 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


Registration



Define Your Business



Add People and Roles




Review and Confirm

1. Add People, Business(es), and/or Corporation(s) to your Registration

Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

Your application must include the following:

- The Completing Party
- At least two Partners

 Start by Adding the Completing Party

Save

Save and Resume Later

< Back

Review and Confirm >

Cancel

Fee Summary	
Statement of Registration	\$40.00
Total Fees	CAD \$40.00

1. Add People, Business(es), and/or Corporation(s) to your Registration

Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

Your application must include the following:

- ✓ The Completing Party
 - At least two Partners

[Add a Person](#) [Add a Business or a Corporation](#)

Add Person

Person's Name

First Name Middle Name (Optional) Last Name

Roles

☒ Partner

Email Address

Copies of the registration documents will be sent to this email address.

Email Address

Mailing Address

Street Address

Additional Street Address (Optional)

City Province/State (Optional) Postal Code

Country

Delivery Instructions (Optional)

☐ Delivery Address same as Mailing Address

Delivery Address

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

Add the people or businesses/corporations as the Partners

Completing Party can be a Partner

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

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

Your application must include the following:

- ✓ The Completing Party
- ✓ The Proprietor (an individual or a business)

Name	Mailing Address	Delivery Address	Roles	
KENDRA SAUNDERS kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party	Edit ▼
Magda Lena test@test123.com	28 Main Street Victoria PE C0A 2G0 Canada	Same as Mailing Address	Proprietor	Edit ▼

[< Back](#) [Review and Confirm >](#) [Cancel](#)

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

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

Add the people or businesses/corporations as Partners; Completing Party can be a Partner

Fill out the form that displays for each Partner. This example is for adding a **business/corporation** as a Partner

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

1. Add People, Business(es), and/or Corporation(s) to your Registration
Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

Your application must include the following:

- ✓ The Completing Party
- At least two Partners

[Add a Person](#) [Add a Business or a Corporation](#)

Add Business or Corporation

Add Business or Corporation Unregistered In B.C.
Use this form to add a company that is not legally required to register in B.C. such as a bank or railway as a partner. All other types of businesses not registered in B.C. cannot be a partner.

[Need Help? Contact Us](#)

☐ I confirm that the business partner being added is not legally required to register in B.C.

Business or Corporation Name

Roles

☒ Partner

Email Address
Copies of the registration documents will be sent to this email address.

Email Address

Mailing Address

Street Address

Additional Street Address (Optional)

City Province/State (Optional) Postal Code

Country

Delivery Instructions (Optional)

☐ Delivery Address same as Mailing Address

Delivery Address

To add a business registered in B.C., click on “Business or Corporation Look Up” and type in keywords for that business; select the right business

Business or Corporation Look up [Business or Corporation is Unregistered in B.C.](#)

To add a registered B.C. business or corporation as a partner, enter the name or incorporation number.

If you are adding a company that is not legally required to register in B.C. such as a bank or a railway, use the manual entry form. All other types of business cannot be a partner.

[Need Help? Contact Us](#)

Business or Corporation Name or Incorporation Number

roast

FM0596830	ROAST CARVERY - IMPORT_TEST 834788648BC0001
FM0629885	ROAST COFFEE LAB - IMPORT_TEST 806274007BC0001
FM0615690	ROASTED CHARLIE - IMPORT_TEST 816524847BC0002
FM0653711	ROYSTON ROASTING COMPANY - IMPORT_TEST




Email Address

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

Your application must include the following:

- ✓ The Completing Party
- ✓ At least two Partners

[Add a Person](#) [Add a Business or a Corporation](#)

Name	Mailing Address	Delivery Address	Roles	
 KENDRA SAUNDERS kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party	Edit
 Magda Lena test@test123.com	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	Same as Mailing Address	Partner	Edit
 ROAST COFFEE LAB - IMPORT_TEST test654@test123.com Business Number: 806274007	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	Same as Mailing Address	Partner	Edit

[Save](#) [Save and Resume Later](#)

[Back](#) [Review and Confirm](#) [Cancel](#)

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'

Registration

1. Review and Confirm

1. Define Your Business

2. Add People and Roles

3. Review and Confirm

Statement of Registration \$40.00

Total Fees CAD \$40.00

1. Review and Confirm

Review the information in your registration. If you need to change or complete anything, return to the step to make the necessary change.

1. Your Business

Name

COASTAL COFFEE ROASTERS

BC General Partnership

Nature of Business

311920 - Coffee and tea manufacturing

Business Addresses

Mailing Address

1175 Douglas St

Victoria BC V8W 2E1

Canada

Delivery Address

Same as Mailing Address

Business Contact Information

Email Address

magdalena.szymanski@gov.bc.ca

Phone Number

(250) 123-4567

Business Start Date

September 1, 2022

Business Number

(Not entered)

2. People and Roles

Name	Mailing Address	Delivery Address	Roles
<div><div>KENDRA SAUNDERS</div><div>kendra.saunders@gov.bc.ca</div></div>	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party
<div><div>Magda Lena</div><div>lenast123@gmail.com</div></div>	123-3788 Blvd P1 Kelowna BC V1W 4T3 Canada	Same as Mailing Address	Partner
<div><div>COASTAL COFFEE LAB - IMPROVE TEST</div><div>test054@lenast123.com</div><div>Business Number: 1086718007</div></div>	2901 Fisher Ave Queens Bay BC V1L 7E7 Canada	Same as Mailing Address	Partner

2. Document Delivery

Copies of the registration documents will be sent to the email addresses listed below.

Business Office

magdalena.szymanski@gov.bc.ca

Completing Party

kendra.saunders@gov.bc.ca

Partners

lenast123@gmail.com, test054@lenast123.com

3. Folio or Reference Number for this Filing

Enter the folio or reference number you want to use for this filing for your own tracking purposes. The Business Folio or Reference Number is displayed below (if available). Entering a different value below will not change the Business Folio or Reference Number. Only the number below will appear on the transaction report and receipt for this filing.

Folio or Reference Number

Folio or Reference Number (Optional)

4. Certify

Confirm the legal name of the person authorized to complete and submit this registration.

Legal Name

Legal name of authorized person

KENDRA SAUNDERS

☒

I, KENDRA SAUNDERS, certify that I have relevant knowledge of the BC General Partnership and I am authorized to make this filing.

Date:

2022-09-20

Note: 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.

Cancel

Save

Save and Resume Later

< Back

File and Pay

Field for optional Folio number for user's reference

3. Folio or Reference Number for this Filing

Enter the folio or reference number you want to use for this filing for your own tracking purposes. The Business Folio or Reference Number is displayed below (if available). Entering a different value below will not change the Business Folio or Reference Number. Only the number below will appear on the transaction report and receipt for this filing.

Folio or Reference Number

Folio or Reference Number (Optional)

4. Certify

Confirm the legal name of the person authorized to complete and submit this registration.

Legal Name

Legal name of authorized person

KENDRA SAUNDERS

☒

I, KENDRA SAUNDERS, certify that I have relevant knowledge of the BC General Partnership and I am authorized to make this filing.

Date:

2022-09-20

Note: 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.

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 Partners

BC Registries Dashboard > My Business Registry > COASTAL COFFEE ROASTERS

COASTAL COFFEE ROASTER

BC General Partnership Registration

Name Request Number: NR 7399172

To Do (0)

You don't have anything to do yet
Filings that require your attention will appear here

Recent Filing History (1)

Registration

FILED AND PAID (filed by bcsc/hl5t3qxalmzaitorjdggnylhx5aybysr on Sep 20, 2022) | EFFECTIVE as of Sep 20, 2022

Hide Details

Registration Complete

COASTAL COFFEE ROASTERS has been successfully registered.

Return to My Business Registry to access your business and file changes.

Return to My Business Registry

Registration

Receipt

Download All

Business Addresses

Change

Delivery Address

1175 Douglas St
Victoria BC V8W 2E1
Canada

Mailing Address

Same as above

Partners

Change

M

Magda Lena

R

ROAST COFFEE LAB - IMPORT_TEST

My Business Registry

Start B.C. based businesses and keep business records up to date.

+ Add an Existing Business or Name Request

+ Incorporate a Numbered Benefit Company

Columns to Show

My List (17)

Business Name	Number	Type	Status	Actions
COASTAL COFFEE ROASTERS	FM1010334	BC General Partnership	Active	<div>Open</div>

Click 'Open' to view business information

General Partnership 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

COASTAL COFFEE ROASTERS

BC General Partnership

[View and Change Business Information](#)
[Dissolve this Business](#)
[Business Summary](#)

 [Dissolve this Business](#) Business Summary

Registration Date: September 20, 2022

Registration Number: FM1010334

Business Number: Not Available

Email: [magdalena.szymanski@gov.bc.ca](mailto:magdalen.szymanski@gov.bc.ca)

Phone: (250) 123-4567

To Do (0)

Obligations: You are required by the *Partnership Act* to keep the information about your firm up to date with the Registrar. Please update changes as they occur.

[Read more about your obligations](#)

Dismiss

You don't have anything to do yet

Filings that require your attention will appear here

Recent Filing History (1)

BC General Partnership Registration

FILED AND PAID (filed by KENDRA SAUNDERS on Sep 20, 2022) | EFFECTIVE as of Sep 20, 2022

Hide Documents

 [BC General Partnership Registration](#)

 Receipt

[Download All](#)

Business Addresses

 [Change](#)

 Delivery Address

1175 Douglas St
Victoria BC V8W 2E1
Canada

 Mailing Address

Same as above

Partners

 [Change](#)

M MAGDA LENA

**ROAST COFFEE LAB -
IMPORT_TEST**

[View Statement of Registration and receipt](#)

Sample Statement of Registration & Business Summary



STATEMENT OF REGISTRATION

BC General Partnership - Partnership Act

COASTAL COFFEE ROASTERS

Registration Number: FM1010334
Filed Date and Time: September 20, 2022 at 7:41 am Pacific time
Business Number: Not Available
Retrieved Date and Time: September 20, 2022 at 7:49 am Pacific time

CERTIFIED COPY
of a document filed with the
Province of British Columbia
Registry of Companies
[Signature]
SPARKS

Business Information

Name Request Number: NR 7399172
Business Name: COASTAL COFFEE ROASTERS
Nature of Business: Coffee and tea manufacturing
Business Start Date: September 1, 2022

Mailing Address	Delivery Address
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

Partner Information

Lena, Magda	Mailing Address	Delivery Address
	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada

ROAST COFFEE LAB - IMPORT_TEST	Mailing Address	Delivery Address
Incorporation Number: FM0629885 Business Number: 806274007	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada

Completing Party

Saunders, Kendra	Mailing Address
	1175 Douglas St Victoria BC V8W 2E1 Canada



BUSINESS SUMMARY

BC General Partnership - Partnership Act

COASTAL COFFEE ROASTERS

Registration Number: FM1010334
Business Number: Not Available
Registration Date and Time: September 20, 2022 at 7:41 am Pacific time
Summary Date and Time: September 20, 2022 at 7:49 am Pacific time
Company Status: Active

Business Information

Business Name: COASTAL COFFEE ROASTERS
Nature of Business: Coffee and tea manufacturing
Business Start Date:

Business Addresses

Mailing Address	Delivery Address
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

Partner Information

Lena, Magda	Mailing Address	Delivery Address
	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada

ROAST COFFEE LAB - IMPORT_TEST	Mailing Address	Delivery Address
Incorporation Number: FM0629885	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada