

# 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

Open My Business Registry

The screenshot shows the BC Registries Dashboard interface. At the top, there is a header with the British Columbia logo, the text 'BC Registries and Online Services', a 'Notifications' dropdown, and a user profile for 'KENDRA SAUNDERS MNO Services Ltd'. Below the header is a breadcrumb trail 'BC Registries Dashboard'. The main content area is titled 'BC Registries Dashboard' and includes the subtitle 'Access to your BC Registries account product and services'. Under the heading 'My Products and Services (3)', there is a card for 'My Business Registry'. This card features an illustration of three people in a meeting, the title 'My Business Registry', and the description 'Register or incorporate a business, manage name requests and keep business records up to date.' A blue button labeled 'Open >' is positioned at the bottom right of the card. To the right of the 'My Business Registry' card, there is a section titled 'Add Product and Services' with the text 'To request access to additional products and services, contact the account Administrator of your BC Registries account.' Below this, there is a section titled '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

Click “Get Started with a BC Based Business” to request a name

### My Business Registry

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

[Help with Starting and Managing a Business](#)

Retrieve an existing business or active Name Request to manage:

For example: "Joe's Plumbing Inc.", "BC1234567", "FM1234567"

Existing business  Name Request

**My List (64)** Columns to Show ▾

Business Name	Number	Type	Status	Actions
Name	Number	Type ▾	Status ▾	
✓ SOLEPROPRIETOR MODERNIZATION SERVICES	NR 8911759	Name Request — Registration BC Sole Proprietorship	Approved	Register Now ▾

Click - “Register Now”

Step: Register using this name request

Name Request (NR) expiry date

Click "Register using this NR"

**SOLEPROPRIETOR MODERNIZATION SERVICES**  
BC Sole Proprietorship / Doing Business As (DBA) Registration

Name Request Number: NR 8911759

To Do (1)

**BC Sole Proprietorship / Doing Business As (DBA) Registration** [View Details](#) **Register using this NR**

NR APPROVED - Expires in 56 days

Recent Filing History (0)

Complete your filing to display

**Business Addresses** [Change](#)

**Delivery Address**  
Complete your filing to display

**Mailing Address**  
Complete your filing to display

**Proprietor** [Change](#)

Complete your filing to display

## Step: Define Your Business

Three steps to complete registration; can be completed by clicking on each step

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

### Registration

Define Your Business

Add People and Roles

Review and Confirm

#### 1. Name

**Name Request** **NR 8911759 - SOLEPROPRIETOR MODERNIZATION SERVICES**

**Entity Type:** BC Sole Proprietorship or Doing Business As (DBA)  
**Request Type:** New Business  
**Expiry Date:** Jan 18, 2024 at 11:59 pm Pacific time  
**Status:** Approved

**Name Request Applicant**

**Name:** BCREGTEST Lucille TWENTY  
**Address:** 1590-1500 Georgia St W, Vancouver, BC, V6G 2Z6, Canada  
**Email:** email@email.com  
**Phone:** 5555555555

**Business Type** BC Sole Proprietorship / Doing Business As (DBA) Registration

I acknowledge that a Sole Proprietorship (including DBA) cannot be changed into a General Partnership. 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)  Updated November 2023

First 9 digits of the CRA Business Number

Fee summary is visible on every step of the registration

Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

Type in keywords or NAICS code to describe the nature of the business. Select the one that best describes your business

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

### 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)

Updated November 2023

### 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 10 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

Enter business email address and phone number

'Save' saves registration progress up to that point.

Enter the start date of the business

'Save and Resume Later' saves the registration as a draft in the Business Registry dashboard

Click the blue button to advance to the next step **OR** by click any step icon at the top of the page



## Step: Add People and Roles

Green checkmark indicates a step is complete

Lack of checkmark indicates a step is incomplete

Click on “Start by Adding the Completing Party”.  
The information will be automatically populated


Add or change address information if needed

### SOLEPROPRIETOR MODERNIZATION SERVICES

BC Sole Proprietorship / Doing Business As (DBA)

Name Request: NR 8911759

## Registration



Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

### 1. Add People to your Registration

Add the people or entity who will have a role in your business registration. A person can be both the Completing Party and the Proprietor.

A Sole Proprietorship can have an individual as the proprietor or a business or a corporation as the proprietor. When a business or a corporation is the proprietor, it is commonly known as **Doing Business As** since an existing business is being registered under another name and it is still a Sole Proprietorship registration.

**Your application must include the following:**


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


[+ Start by Adding the Completing Party](#)


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

**SOLEPROPRIETOR MODERNIZATION SERVICES**  
BC Sole Proprietorship / Doing Business As (DBA) Name Request: NR 8911759

**Registration**

  
 Define Your Business

  
**Add People and Roles**

  
 Review and Confirm

**Fee Summary**

Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

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**Your application must include the following:**

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

**Add a person** as the proprietor if your business is owned and operated by one person who is responsible for all debts and liabilities.

**Add a business or a corporation** as the proprietor if an existing B.C. entity would like to be known by another name. Often referred to as **Doing Business As, DBA, Operating As**, or trade name.

+ Add a Person
+ Add a Business or a Corporation

Add a person (most common) or business as the Proprietor

NOTE: if using the add a business - the business must be registered in BC

Add a business - Defined

Add a person as Proprietor - Defined

**Add a Person**

By adding an individual as the proprietor, you will be registering a business with that proprietor as the owner who performs all business operations and assumes all liabilities. Do you wish to continue?

[Continue](#) [Cancel](#)

**Add a Business or a Corporation**

By adding an existing business, society or a corporation as the proprietor, you will be registering an existing company under another name (e.g., a numbered company that does business under a DBA name). Do you wish to continue?

[Continue](#) [Cancel](#)



# SOLEPROPRIETOR MODERNIZATION SERVICES

BC Sole Proprietorship / Doing Business As (DBA)

Name Request: NR 8911759

## Registration



Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

### 1. Add People to your Registration

Add the people or entity who will have a role in your business registration. A person can be both the Completing Party and the Proprietor.

A Sole Proprietorship can have an individual as the proprietor or a business or a corporation as the proprietor. When a business or a corporation is the proprietor, it is commonly known as **Doing Business As** since an existing business is being registered under another name and it is still a Sole Proprietorship registration.

#### Your application must include the following:

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

Name	Mailing Address	Delivery Address	Roles	
<b>BCREGTEST Lucille TWENTY</b> email@email.com	1590-1500 Georgia St W Vancouver BC V6G 2Z6 Canada		Completing Party	Edit
<b>testing Testing</b> email@email.com	1590-1500 Georgia St W Vancouver BC V6G 2Z6 Canada	Same as Mailing Address	Proprietor	Edit

Once Completing Party and Proprietor information is added, Click "Review and Confirm"

Save Save and Resume Later

< Back **Review and Confirm** > Cancel

## 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'



### 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.

#### Your Business

<b>Name</b>	<b>SOLEPROPRIETOR MODERNIZATION SERVICES</b> BC Sole Proprietorship	
<b>Nature of Business</b>	541320 - Landscape architectural services	
<b>Business Addresses</b>	<b>Mailing Address</b> 1590-1500 Georgia St W Vancouver BC V6G 2Z6 Canada	<b>Delivery Address</b> Same as Mailing Address
<b>Business Contact Information</b>	<b>Email Address</b> email@email.com	<b>Phone Number</b> (555) 555-5555
<b>Business Start Date</b>	August 1, 2023	
<b>Business Number</b>	(Not entered)	

#### People and Roles

Name	Mailing Address	Delivery Address	Roles
 <b>BCREGTEST Lucille TWENTY</b> email@email.com	1590-1500 Georgia St W Vancouver BC V6G 2Z6 Canada		Completing Party
 <b>testing testing</b> email@email.com	1590-1500 Georgia St W Vancouver BC V6G 2Z6 Canada	Same as Mailing Address	Proprietor

## Step: Review and Confirm Cont.

**2. Document Delivery**

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

<b>Business Office</b>	email@email.com
<b>Proprietor</b>	email@email.com
<b>Completing Party</b>	email@email.com

**3. Certify**

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

**Legal Name**

Legal name of authorized person  
BREGTEST Lucille TWENTY

I, BREGTEST Lucille TWENTY, certify that I have relevant knowledge of the BC Sole Proprietorship and I am authorized to make this filing.

**Date:** 2023-11-27

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

Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

'File and Pay' files the registration; registration is added to My Business Registry

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

View and download Registration and Receipt

**SOLEPROPRIETOR MODERNIZATION SERVICES**  
BC Sole Proprietorship / Doing Business As (DBA) Registration

**To Do (0)**

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

**Recent Filing History (1)**

**BC Sole Proprietorship Registration** [Hide Documents](#)

FILED AND PAID (filed by bcsc/pmd3qdz4hr3hpwbm7jwufel6flpqtyj on Nov 27, 2023) | EFFECTIVE as of Nov 27, 2023

**Registration Complete**

SOLEPROPRIETOR MODERNIZATION SERVICES has been successfully registered.

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

[Return to My Business Registry](#)

[BC Sole Proprietorship Registration](#)

[Receipt](#)

[Download All](#)

**Business Addresses** [Change](#)

**Delivery Address**  
1590-1500 Georgia St W  
Vancouver BC V6G 2Z6  
Canada

**Mailing Address**  
Same as above

**Proprietor** [Change](#)

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Click "Return to My Business Registry" to view business

# My Business Registry

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

[Help with Starting and Managing a Business](#)

Retrieve an existing business or active Name Request to manage:

For example: "Joe's Plumbing Inc.", "BC1234567", "FM1234567"

Existing business  Name Request

[Get Started with a B.C. Based Business](#)

**My List (73)** Columns to Show

Business Name	Number	Type	Status	Actions
Name	Number	Type	Status	
SOLEPROPRIETOR MODERNIZATION SERVICES	FM1112586	BC Sole Proprietorship	Active	<a href="#">Manage Business</a>

Business Registration Number

Business Status

To view business details or make changes to your business information



# Sample Statement of Registration & Business Summary



**STATEMENT OF REGISTRATION**  
BC Sole Proprietorship - Partnership Act

**SOLEPROPRIETOR MODERNIZATION SERVICES**

**Registration Number:** FM1112586  
**Filed Date and Time:** November 27, 2023 at 10:40 am Pacific time  
**Business Number:** 987811700BC0001  
**Retrieved Date and Time:** November 27, 2023 at 11:28 am Pacific time

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

**Business Information**

**Name Request Number:** NR 8911759  
**Business Name:** SOLEPROPRIETOR MODERNIZATION SERVICES  
**Nature of Business:** Landscape architectural services  
**Business Start Date:** August 1, 2023

**Mailing Address**                      **Delivery Address**  
1590-1500 Georgia St W              1590-1500 Georgia St W  
Vancouver BC V6G 2Z6              Vancouver BC V6G 2Z6  
Canada                                      Canada

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**Proprietor Information**

The Proprietor is the only member of the Sole Proprietorship.

**Testing, Testing**                      **Mailing Address**                      **Delivery Address**  
1590-1500 Georgia St W              1590-1500 Georgia St W  
Vancouver BC V6G 2Z6              Vancouver BC V6G 2Z6  
Canada                                      Canada

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**Completing Party**

**TWENTY, BCREGTEST Lucille**                      **Mailing Address**  
1590-1500 Georgia St W  
Vancouver BC V6G 2Z6  
Canada

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**Completing Party Statement**

BCREGTEST Lucille TWENTY certifies that they have relevant knowledge of the BC Sole Proprietorship and is authorized to make this filing.

 BC Registry Services                      Filing #393088 | Registration #FM1112586 | Page 1 of 1



**BUSINESS SUMMARY**  
BC Sole Proprietorship - Partnership Act

**SOLEPROPRIETOR MODERNIZATION SERVICES**

**Registration Number:** FM1112586  
**Business Number:** 987811700BC0001  
**Registration Date and Time:** November 27, 2023 at 10:41 am Pacific time  
**Summary Date and Time:** November 27, 2023 at 11:29 am Pacific time  
**Company Status:** ACTIVE

**Business Information**

**Business Name:** SOLEPROPRIETOR MODERNIZATION SERVICES  
**Nature of Business:** Landscape architectural services  
**Business Start Date:** August 1, 2023

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**Business Addresses**

**Mailing Address**                      **Delivery Address**  
1590-1500 Georgia St W              1590-1500 Georgia St W  
Vancouver BC V6G 2Z6              Vancouver BC V6G 2Z6  
Canada                                      Canada

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**Proprietor Information**

**TESTING, TESTING**                      **Mailing Address**                      **Delivery Address**  
1590-1500 Georgia St W              1590-1500 Georgia St W  
Vancouver BC V6G 2Z6              Vancouver BC V6G 2Z6  
Canada                                      Canada

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 BC Registry Services                      Registration #FM1112586 | Page 1 of 1