

Registering Your Business

The OneStop Business Registration project is sponsored by the Province of British Columbia and the Government of Canada as a OneStop location for the following services:

1. Business Name registration.
and/or
2. Application for registration as a vendor for PST collection.
3. WCB Employer's registration application.
4. WCB Personal Optional Protection Insurance application.
5. Business Number application from Revenue Canada for Business Income Tax, Goods and Services Tax, and Payroll (Source Deductions).
6. Import and Export Business Number for customs accounting.

The OneStop Business Registration .

This service is available at Community Futures and the provincial building. There are nominal fees for searching and reserving your business name, and registering and filing your business name.

The OneStop process is as follows:

1. Attend a OneStop Business Registry site during normal business hours:
 - (a) Have a name search/reserve done by one of the staff for the business name you want to use. There is a fee with the search/reservation usually completed within 24 hours of your request.
 - (b) Once the name has been approved you have up to 56 days to register your business name. When you are ready to register proceed to the next step.
2. You again attend a OneStop Business Registry site (or go online www.bcbusinessregistry.ca) to register your business name. You will be required to pay another fee online (Visa or MasterCard). (A Government agent at the provincial building can accept cash and give you a receipt. Keep your receipt handy as you need it for your access code at the computer kiosk.) At the same time as registering your business name, for no extra charge, you can also apply for WCB registration, PST vendor, and Revenue Canada GST and Payroll (source) Deductions
3. BUT, IF YOU DO NOT WISH TO REGISTER A BUSINESS NAME, just your personal name (ie: John Smith), for WCB registration, PST vendor, and Revenue Canada GST and Payroll (source) Deductions, this can be done at any OneStop Registry Site or online for no charge.

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4. You then sit down at the computer at the OneStop Business Registry site and follow the easy input steps to register your business name OR personal name for the services you require.
5. Any problems you incur in the computer input process can be handled by a toll-free telephone call right at the computer. Should it be necessary, staff at the Registry site can also be asked for assistance.
6. If you wish, you can close your application, leave the computer and come back within a 60-day period and start where you left off. The registration fee receipt number is your own access code, given to you at the time you start to use the computer, and it allows you back into your file application.
7. When you have completed what you need, you print the information. The printout is your record of registrations you have done. There are also some general information forms printed helping you understand the particular registrations you have done. The cover printout page also advises you how long before the particular registrations are effective.

NOTE: To register a "**Limited**" or "**Incorporated**" company **FOLLOW STEP ONE ONLY** and the staff at the Provincial Government Building will give you a business incorporation kit that outlines the steps required to register your company. You **DO NOT** use the OneStop Business process to do this.

For More Information

Website: www.bcbusinessregistry.ca