



INSTRUCTIONS FOR REGISTERING A BUSINESS NAME Under The Business Names Registration Act

STEP 1: RESERVING THE NAME

Before a business name can be registered, a Request for Name Reservation must be filed to determine if the name is available for use. Please read the notes on the reverse side of that form.

Form Required

Request for Name Reservation

Filing Fee

\$40.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.

If your name is **reserved**, you will have 90 days to file the Business Registration forms by following Step 2 below. If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

STEP 2: REGISTERING THE BUSINESS NAME

Forms Required (in duplicate)

Form # 1 Registration of a Business Name
Power of Attorney (if required)

Filing Fees

\$45.00
\$30.00

Notice under The Freedom of Information and Protection of Privacy Act

Information about this business is collected pursuant to *The Business Names Registration Act*. It is made available for public searching pursuant to that Act. Information will be shared with other government departments and the Minister of National Revenue pursuant to *The Electronic Commerce and Information Act* for the purposes of obtaining a Business Number (BN) for this company and administering a common business numbering and information system. If you have any questions about its collection, contact: The Director, Companies Office, 1010-405 Broadway, Winnipeg, MB, R3C 3L6 or phone (204) 945-2500.

When is a Power of Attorney Required?

A Power of Attorney form will be needed if the registration form shows all the people registering the business name living outside of Manitoba. This person must be willing to accept all legal documents on behalf of the business in Manitoba. This person does not need to be a lawyer, but he or she must live in Manitoba.

Special Notes

- All forms must be typed or printed clearly and signed in ink.
- If your business is a partnership, the name, address and signatures of all partners is required.

PAYMENT OPTIONS

If you are filing the Name Reservation (paper applications only) and Registration forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, your signature on this form authorizes us to process two separate transactions.

If paying by Credit Card, please return this bottom portion with your forms.

Name Reservation \$40.00 Registration \$45.00 Power of Attorney \$30.00

Visa MasterCard

Card # _____ Expiry Date _____ Signature _____

Where to Send the Forms and Fees

COMPANIES OFFICE

Woodsworth Building
1010-405 Broadway
Winnipeg, MB R3C 3L6

Any Questions?

Telephone: (204) 945-2500 **Fax:** (204) 945-1459

Toll Free in Manitoba: 1-888-246-8353

E-Mail: companies@gov.mb.ca

Website: http://www.gov.mb.ca/finance/cca/comp_off/index.html

Hours: 8:00 – 4:30 Monday to Friday



GUIDELINES FOR COMPLETION OF REGISTRATION OF A BUSINESS NAME UNDER THE BUSINESS NAMES REGISTRATION ACT.

PLEASE NOTE:

These guidelines are to help in the completion of the registration of a business name. These guidelines are not a substitute for legal advice. Please read the attached instruction sheet for full information.

- Every section of the forms must be completed. If they are not, the forms will not be accepted.
- All forms must be typed or clearly printed.

SECTION 1 – BUSINESS NAME

1. The name of the business must be completed. The business name must match the reserved name exactly.
2. Except for a numbered business name, you must have a valid name reservation. Use the REQUEST FOR NAME RESERVATION form.

SECTION 2 – THE NAME AND MAILING ADDRESS

1. The name and address, including the postal code to which the duplicate should be returned and renewals will be mailed.

SECTION 3 – CONTACT PERSON AND PHONE NUMBER

1. A contact person and phone number (during working hours) must be shown.

SECTION 4 – DOES THIS BUSINESS HAVE A BUSINESS NUMBER? (BN) (The BN is assigned by Canada Customs and Revenue Agency (CCRA).

The registrant(s) of this business name may already have a BN if they answer yes to any of the following questions:

- Have you previously registered a business name?
- Have you registered to remit retail sales tax, health and post secondary education tax, or corporate capital tax?
- Have you ever collected GST?
- Have you ever had annual sales greater than \$30,000?
- Will a corporation be the registrant of this business name?
- Have you ever had employees?
- Have you ever been in the import or export business?
- Will a registered charity be the registrant of this business name?
- Have you ever operated a taxi or limo service?

If you answered Yes to any of those questions, please ensure that the Business Number you already have, was assigned to same registrants as are currently registering for this business name. Business Numbers are assigned to sole proprietors, partnerships, corporations, or “other” business structures. For example, a BN assigned to a sole proprietor can not be used by a partnership, even if the sole proprietor is a partner.

- If none, write “not applicable” or N/A.

SECTION 5 – THE PLACE OF BUSINESS

1. The full business address must be shown.
2. We can accept a post office box, providing the form also shows one civic address. However if the location is a small town, a mailing address is acceptable, P.O. Box 34, Melita, MB R0J 0M0.
3. A place of business outside of Manitoba can be shown when there is no Manitoba address available.

SECTION 6 – THE DATE OF START OF BUSINESS

1. The date should be a day, month and year. It **cannot** be over 30 days in the future.

SECTION 7 – THE MAIN TYPE OF BUSINESS

1. The nature of business must be indicated. It must be specific and state the exact nature of business. e.g. miscellaneous is not acceptable.

SECTION 8 – IF MORE THAN ONE REGISTRANT IS LISTED IN SECTION #9.

Is this a partnership?

A partnership exists where two or more persons carry on a business in common, with a view of profit. Whether or not the relationship between the persons registering this business name constitutes a “partnership” is a legal question. If you are unsure, please speak to your lawyer

SECTION 9 – FULL NAME OF REGISTRANT(S)

1. Must show the full name (not just initials) and residential address of all registrant(s). An officer or director must sign on behalf of the corporation.
2. If there are no registrants residing in Manitoba, a Power of Attorney form must be filed in duplicate with an additional fee of \$30.00.