



## **Nova Scotia Business Registry**

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### **WELCOME TO NOVA SCOTIA BUSINESS REGISTRY (NSBR)**

Dear New User

I am pleased to welcome you to the NSBR. When your registration is fully processed you will be mailed your Client ID Number, User ID and Default Password. This information will allow you access to NSBR online. It is important to keep your Default Password as it is needed for initial access. Once you have changed your password from the default to one you have chosen yourself, please make sure to keep on hand your Client ID, User ID and your new password. You will require your User ID and password each time you want to access the NSBR.

Enclosed are User Instructions to assist you in connecting to the NSBR On-Line service, through your Internet Service Provider and web browser.

The NSBR offers you the convenience, speed and simplicity of real-time electronic access to government services. This package confirms your registration for access to the NSBR On-Line Service. The NSBR runs on secure systems of Atlantic Canada On Line (ACOL). We have included an ACOL brochure for your information.

If you have any questions or need assistance with NSBR On-Line Service, contact the NSBR Inquiry Line by calling 424-5200 in Metro Halifax or 1-800-670-4357 in Nova Scotia (outside Metro). The NSBR Inquiry Line is your single point of contact for any questions concerning NSBR. Customer Service Representatives are available Monday through Friday, between 8:30 a.m. and 4:30 p.m. (AST).

Yours truly,

A handwritten signature in black ink, appearing to read 'Anne James', with a long horizontal flourish extending to the right.

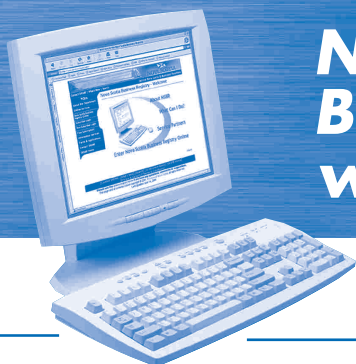
Anne James  
Director of Business and Consumer Registration

Enclosures



**Service Nova Scotia and Municipal Relations**

# General Information



## Nova Scotia Business Registry [www.nsbr.ca](http://www.nsbr.ca)

GOVERNMENT AT THE SPEED OF BUSINESS

The Nova Scotia Business Registry (NSBR) is your e-business service delivery window to government. The NSBR provides you with the freedom to do business with government - 24 hours a day, seven days a week.

The NSBR is part of an ongoing effort to reduce red tape by providing businesses with easy and efficient access to government services. Through the NSBR, you can do business with government whenever and wherever you choose.

From any computer with an Internet connection you can:

- Register with the Registry of Joint Stock Companies
- Apply, pay for and renew various licences and permits
- View and update general business and contact information
- Register with the Workers' Compensation Board of Nova Scotia and obtain clearance letters
- Link to Canada Customs and Revenue Agency services

The NSBR provides over 60,000 Nova Scotian businesses with flexible options – large and small, from companies renewing registrations and licences to new enterprises applying for the first time – you can do business faster. Business clients can access the NSBR through their computer at [www.nsbr.ca](http://www.nsbr.ca) or in person at Access Nova Scotia Centres. If businesses have questions they can call 1-800-670-4357 (within Nova Scotia).

The creation of the NSBR is the result of a partnership between Service Nova Scotia and Municipal Relations (SNSMR), the Canada Customs and Revenue Agency (CCRA) and the Workers' Compensation Board (WCB) of Nova Scotia. Using the Business Number (BN) as a common identifier, your business can apply for licences, permits and registrations and at the same time, register with the WCB and the CCRA – all in a secure online environment.

The first of its kind in Canada, the NSBR is a Canadian built solution, linking Nova Scotia provincial and federal governments and the WCB to provide a seamless business registry. It has received national technology awards and is currently being viewed as a leading model for jurisdictions across the country and around the world.

The NSBR will give you and your business a fast, new way to get what you need from the WCB, provincial and federal governments, eliminating duplication and reducing time-consuming steps to doing business. Now, you can interact with government with ease and flexibility, with less paper work and red tape.

Web site: [www.nsbr.ca](http://www.nsbr.ca)  
Telephone: 1-800-670-4357



Canada Customs  
and Revenue Agency

Agence des douanes  
et du revenu du Canada



## USER INSTRUCTIONS ON-LINE SERVICE

- 1** Access the Internet  
Get on-line according to your Internet Service Provider's instructions, including opening a web browser (Netscape Navigator 4.08 or Microsoft Internet Explorer 4.0 or newer versions).
- 2** Go to the NSBR web site  
The URL (that's Uniform Resource Locator or Internet address) for NSBR (Nova Scotia Business Registry) is **http://www.nsbr.ca**. Go to the NSBR web site.
- 3** Go to the On-line Entry web page  
Select the Enter Nova Scotia Business Registry On-line link. This will take you to the Nova Scotia Business Registry – On-line Entry page.

On this page you will see Subscriber Services and a Login button that links you directly to the Nova Scotia Business Registry logon screen. Click on this button to begin the logon process. The logon screen looks similar to this one:

The screenshot shows a web browser window titled "Nova Scotia Business Registry - Microsoft Internet Explorer". The address bar shows "http://www3.gov.ns.ca/dm/Service/". The page content includes a navigation menu on the left with links like "Contact NSBR", "What's New", "Search", "About the Department", "Online Services", "Help", "Information Services", "Forms & Applications", "Contact NSBR", and "NSBR Home". The main content area is titled "SUBSCRIBER LOG-IN" and contains the following text: "Welcome to the Nova Scotia Business Registry (NSBR) on-line service. To access the on-line services, please enter your User-ID and password. You may call us at 1-800-670-4337 between the hours of 8:30 am and 4:30 pm Monday to Friday if you have any issues that we can help you with. You can also reach NSBR by e-mail at [nsbr@gov.ns.ca](mailto:nsbr@gov.ns.ca)." Below this text are two input fields labeled "User Id:" and "Password:". Underneath the fields is a button labeled "SUBSCRIBER LOG-IN". A disclaimer states: "YOUR LOG-IN AS A SUBSCRIBER CONSTITUTES YOUR IRREVOCABLE ACCEPTANCE TO BE BOUND BY OUR TERMS AND CONDITIONS OF USE, LAST UPDATED ON JUNE 10, 2001. TO READ THE TERMS AND CONDITIONS OF USE, CLICK HERE." At the bottom, there is a link: "IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF USE PLEASE RETURN TO THE PREVIOUS PAGE USING THE LINK PROVIDED, CLICK HERE." The footer contains a copyright notice: "This page and all contents Crown copyright ©2001, Province of Nova Scotia, all rights reserved."

**4** Log on to the service

Type in your user ID and password (that were included in your welcome package) using upper case in the space provided. Click on the "SUBSCRIBER LOG-IN" button.

If you make an error, an error message will be displayed and then you may try again.

Subscribers will be presented with their Corporate Profile Information.

**5** Business Functions Available

In the left-hand navigation bar you are presented with the following business functions:

**Query Corporate Profile** – refreshes the Corporate Profile Information screen.

**Renew** (Licences, Permits, Registrations and Certificates) **LPRCs** – With the appropriate Renewal ID, this function allows the user to renew an existing licence.

**Update Business Information** – Allows the user to update business information such as change address or change contact information.

(Workers Compensation Board) **WCB Clearance Letter** – Allows a user to print a WCB Clearance Letter.

**Apply for a Licence** – Allows a user to submit an application for a licence.

**Subscribe** – Allows a user to submit a request to add new users.

**Exit the NSBR** – Allows the user to log off of the NSBR.

**Help** – Provides the user with help regarding the present screen.

**6** Print from NSBR

Printing from any of the NSBR On-line Services is completed the same way you would print any web page — use the print command according to the particulars of your web browser.

**7** Log off from the service

Once you have logged in, you can log off by selecting the "[Exit the NSBR](#)" link in the left-hand navigation bar.

The next screen is called "[Nova Scotia Business Registry Logoff](#)". You are then no longer logged into the NSBR service.

**Client Support**

Should you have any questions or require further assistance, contact the NSBR Inquiry line at (902) 424-5200 or 1-800-670-4357 between the hours of 8:30-4:30 Monday to Friday AST.



## **NSBR Online Service Terms and Conditions of Subscription**

### **1.0 Definitions**

1.1 “BN” means the Business Number assigned to a business by the Canada Customs and Revenue Agency, which consists of a 9-digit root number, plus any associated program account identifiers assigned by the Province.

1.2 “Data Partner” means the Workers’ Compensation Board of Nova Scotia and Canada Customs and Revenue Agency and their successors or replacement entities, and includes any new Data Partners added from time to time.

1.3 “NSBR Online Service” means the content, information, forms, documents, data and electronic transactions accessible as options within the Nova Scotia Business Registry Internet web site operated by the Province or any organization contracted by the Province to operate services offered through the Internet web site, or portions thereof, and shall mean electronic access to the Internet web site.

1.4 “Province” means the Province of Nova Scotia, as represented by the Department of Service Nova Scotia and Municipal Relations.

1.5 “Subscriber” means a person or entity who has applied for the services of the NSBR Online Service and who is authorized by these terms and conditions to use the NSBR Online Service, and includes any employees or agents designated by a Subscriber to use the NSBR Online Service.

1.6 “Unisys” means Unisys Canada Inc.

### **2.0 License and Access Rights**

2.1 The Province grants to the Subscriber a non-exclusive, non-transferable, limited and personal right to use the NSBR Online Service in accordance with these terms and conditions, except as otherwise stated below.

2.2 The Subscriber is deemed to have accepted these terms and conditions and is bound by them on the occasion of the Subscriber’s logon to the NSBR Online Service.

2.3 Subject to the right of the Subscriber to terminate this right of access to the NSBR Online Service pursuant to Section 8.0 hereof, the Province may change, add or withdraw certain materials and features from the NSBR Online Service, and the NSBR Online Service may otherwise be changed, without prior notice to, or consent of, the Subscriber.

2.4 The rights granted to the Subscriber pursuant to these terms and conditions do not include the right to use the name, logo or related trademarks of the Province or any of their agents, licensors, or suppliers, or of the Data Partners.

### **3.0 Access To Database**

3.1 Unisys shall facilitate provision of the NSBR Online Service by the Province to the Subscriber pursuant to these terms and conditions.

3.2 Unisys shall provide the Subscriber with a unique account and user ID. The Subscriber shall establish a specific password to restrict access to such Subscriber. Unisys shall also provide a user ID and password for each employee or agent of the Subscriber designated by the Subscriber to use the NSBR Online Service. Only the Subscriber, and such of its employees or agents, may access the NSBR Online Service through its user ID(s) and password(s). The Subscriber shall access the NSBR Online Service only by means of the user ID(s) and password(s) provided by Unisys.

3.3 The Subscriber may grant, revoke, restrict or change the nature and extent of access by any of its employees or agents to the NSBR Online Service, including access to the Subscriber's BN, by so advising the Province via the NSBR Online Service. The Subscriber shall be entirely responsible for granting, revoking, restricting or changing the nature and extent of access by any of its employees or agents to the NSBR Online Service, including access to the Subscriber's BN.

3.4 The Subscriber shall be entirely responsible for notifying the Province of any changes in the nature and extent of access to the NSBR Online Service that may be required due to a change in ownership of an entity, or due to a change in the employees or agents of the Subscriber designated by the Subscriber to use the NSBR Online Service.

3.5 The Subscriber shall be entirely responsible for maintaining the security and confidentiality of its user ID and password, and the user ID(s) and password(s) of its employees or agents. Furthermore, the Subscriber shall be entirely responsible for any and all activities that occur through its user ID and password or through the user ID(s) and password(s) of its employees or agents. The Province shall have no liability to the Subscriber, or any other person or entity, for any loss that incurred as a result of someone else using the Subscriber's user ID or password, or the user ID(s) or password(s) of its employees or agents, either with or without the Subscriber's knowledge.

## **4.0 Electronic Signature**

4.1 The user ID and password shall be deemed by the Province to be the electronic signature of the Subscriber. Any information, forms or documents that are filed through the Subscriber's user ID and password shall be deemed to be electronically signed by the Subscriber. Furthermore, any information, forms or documents filed through the user ID and password of an employee or agent designated by the Subscriber to use the NSBR Online Service shall be deemed to be electronically signed by the employee or agent on behalf of the Subscriber.

## **5.0 Warranties, Indemnities and Limitation of Liability**

5.1 The Province represents and warrants that it has the right to grant the rights specified in these terms and conditions to the Subscriber.

5.2 The Province does not warrant the accuracy, completeness, currency, merchantability or fitness for a particular purpose of the NSBR Online Service, any information in the NSBR Online Service, or any other information provided to the Subscriber as a result of the Subscriber's use of the NSBR Online Service, including any information provided by Unisys.

5.3 The Province does not warrant that the NSBR Online Service shall function without failure, error or interruption. The entire risk as to the results and performance of the NSBR Online Service is assumed by the Subscriber.

5.4 Subject to any statutory provision to the contrary, the Province shall have no liability to the Subscriber, or any other person or entity, for any claims, actions, loss, or damage including, without limitation, loss of revenue or profit or savings, lost or damaged data, or other commercial or economic loss. The Province shall not be liable for any indirect or incidental, special or consequential damages whatsoever, or for claims by a third party, even if they have been advised of the possibility of such claims or damages.

## **6.0 Title and Risk**

6.1 Title to and copyright in the NSBR Online Service, and any information or data contained therein, shall at all times remain with the Province or its Data Partners. No proprietary rights, copyright, or other interest, in the NSBR Online Service or information or data contained therein, shall transfer to the Subscriber.

## **7.0 Restrictions on Use**

7.1 Any information or data contained in the NSBR Online Service may not be extracted from nor copies made by the Subscriber other than as expressly permitted by these terms and conditions or the consent of the Province. The NSBR Online Service and any information or data obtained through the NSBR Online Service may not be used (i) in a computer service or timesharing business; (ii) to create a database in electronic or other format for the purposes of data aggregation or dissemination (other than for the internal archival use of the Subscriber); or (iii) for the purpose of commercial resale of the data and information or components thereof contained in the NSBR Online Service. The NSBR Online Service, or any components thereof, may not be tampered with through attempts to translate, reverse engineer, decompile, disassemble, modify or merge the same with any other system.

7.2 The Province, Unisys or their authorized representatives, acting reasonably, may upon written request to the Subscriber examine the Subscriber's materials and records relating to the NSBR Online Service during normal business hours. The Province and Unisys shall keep confidential and not disclose information concerning the business affairs of the Subscriber.

## **8.0 Term and Termination**

8.1 Except as otherwise provided herein, the Subscriber is deemed to have accepted these terms and conditions on the date the Subscriber submits an application for subscription to the Province via the NSBR Online Service.

8.2 The terms and conditions of this agreement are renewed each and every time the Subscriber requests a new user ID and password for an employee or agent of the Subscriber designated by the Subscriber to use the NSBR Online Service.

8.3 The Province or the Subscriber may terminate the right of access to the NSBR Online Service immediately at any time upon written notice to the other party. Any provisions intended to survive termination shall survive termination.

8.4 The Province may suspend the Subscriber's right of access to the NSBR Online Service at any time if, in the opinion of the Province, the Subscriber has committed a security violation, or if the Province deems such suspension necessary for any good and valid reason.

## **9.0 Miscellaneous**

9.1 The Province may, at any time, in its sole discretion, amend or supplement these terms and conditions, and future use of the NSBR Online Service will be governed by the terms and conditions in



effect at that time. The Subscriber shall be entirely responsible for reviewing the terms and conditions during any future use of the NSBR Online Service to ensure that the Subscriber accepts the terms and conditions in effect at that time. The Subscriber may immediately terminate its access to the NSBR Online Service if any change in these terms and conditions is unacceptable. The Subscriber's continued use of the NSBR Online Service, including continued use of the NSBR Online Service by an employee or agent of the Subscriber, following a change in these terms and conditions shall constitute the Subscriber's acceptance of such change.

9.2 These terms and conditions constitute the entire agreement between the parties with respect to the Subscriber's rights of access to and use of the NSBR Online Service.

9.3 All notices shall be in writing and sent by regular mail, facsimile, courier or hand-delivered. In the case of notices sent by regular mail, notice shall be deemed to have been delivered five days from the date of mailing. In the case of notices sent by courier, facsimile or hand-delivered, notice shall be deemed to have been delivered upon the date of receipt by the receiving party.

9.3.1 Notices of system unavailability and messages of a general operational nature may be transmitted to the Subscriber in electronic format.

9.4 The terms and conditions of this agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.



## ACOL\*

# FINANCIAL AGREEMENT

Unisys Canada Inc. ("Unisys"), in regard to the Client Application, its appended Terms and Conditions, Product Description(s) and this Financial Agreement between the Client and the Province(s)/Territory(ies), and in regard to the ACOL Software License Agreement between the Client and Unisys, is hereby requested and authorized by the Client to draw payments periodically in accordance with the provisions of said agreements all as described therein and agreed to by:

Client Name: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
\_\_\_\_\_

the "Client".

Unisys is authorized to draw on the Client's bank account specified below for the purpose of establishing and maintaining a Minimum Balance in the Client Account for the Client's use of the Atlantic Canada On-Line Service (the "ACOL Service") and for the amounts, if any, of any credit card administration fees, NSF or other bank charges incurred as a result of Unisys access to the Client's bank account.

Unisys is further authorized to draw on the Client's bank account specified below for the payment of the license fees to Unisys for the ACOL Software License and for the amounts, if any, of any credit card administration fees, NSF or other bank charges incurred as a result of Unisys access to the Client's bank account.

Any outstanding Client Fees or other charges shall be subject to a one percent per month interest charge calculated on a monthly basis (an effective annual rate of twelve point seven percent (12.7%).

Debits will be processed by the Credit Union Atlantic in paper, electronic or other form and may vary in dollar amount. This Financial Agreement shall commence upon its execution and delivery by the Client to Unisys and debits may be processed from time to time. Although Unisys will provide on-line statements summarizing account transactions to the Client, such debits authorized by this Financial Agreement shall not be contingent upon receipt of such statements by the Client.

The Client acknowledges that the authorization provided by this Financial Agreement will remain in full force and effect until ten (10) days following the receipt by Unisys of advance written notice of its revocation. This authorization may be canceled at any time upon delivery of written notice as described above.

The Client agrees not to request or arrange the return of payments made under this Financial Agreement for any reason whatsoever with the exception of either: (i) debits made more than ten (10) days following receipt of written notification by Unisys of revocation of this Financial Agreement; (ii) debits from the incorrect account or (iii) incorrect debits.

The Client shall notify Unisys of any incorrect charge resulting from any failed use of the ACOL Service within thirty days of such charge being incurred.

The Client hereby represents and warrants that all persons whose signatures are required to sign the Client's bank account have signed this Financial Agreement below, that all persons executing this Financial Agreement on behalf of the Client are duly authorized signing officers and are empowered to enter into such an arrangement and that, upon execution and delivery, this Financial Agreement will constitute a valid obligation binding upon and enforceable against the Client in accordance with its terms.

**Initial Deposit (\$100.00 minimum) amount (to be completed by Client)**

Initial Deposit \$ \_\_\_\_\_

**Low Balance Alert**

You will be alerted that your account balance is down to \$50.00 unless you specify a different amount.

Low Balance Alert preference \$ \_\_\_\_\_

\* ACOL and Atlantic Canada On-Line are registered official marks of the Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island.

**Payment Preference** (Please check one in each column and complete the appropriate Payment Plan Options below.)

<b>Payment Preference</b>	<b>ACOL Desktop License<sup>1</sup></b>	<b>Initial Deposit</b>	<b>Subsequent Payments</b>
Electronic Funds Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Cheque			<input type="checkbox"/>
Cheque or Money Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit			<input type="checkbox"/>

**PAYMENT PLAN OPTIONS**

**Electronic Funds Transfer Option**

If the Electronic Funds Transfer option has been selected the following information is required.

Maximum transfer amount \$ \_\_\_\_\_ Top up Account to a maximum of \$ \_\_\_\_\_

Minimum Balance amount \$ \_\_\_\_\_

Complete the following information and include a voided cheque.

Financial Institution Name \_\_\_\_\_

Financial Institution Address \_\_\_\_\_

\_\_\_\_\_

Institution Number \_\_\_\_\_ Branch Number \_\_\_\_\_ Client Account Number \_\_\_\_\_

\_\_\_\_\_  
(Designated Electronic Funds Transfer Signer Name)

\_\_\_\_\_  
(Signature)

**Electronic Cheque Option**

If the Electronic Cheque option has been selected the following information is required.

Maximum cheque amount \$ \_\_\_\_\_

Complete the following information and include a voided cheque.

Financial Institution Name \_\_\_\_\_

Financial Institution Address \_\_\_\_\_

\_\_\_\_\_

Institution Number \_\_\_\_\_ Branch Number \_\_\_\_\_ Client Account Number \_\_\_\_\_

\_\_\_\_\_  
(Designated Electronic Cheque Signer Name)

\_\_\_\_\_  
(Designated Electronic Cheque Signer Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

(Append list if additional names are to be authorized)

<sup>1</sup> Note: ACOL Desktop Software License only applicable to Personal Property Registry.

If **Cheque or Money Order option** has been selected, forward cheque or money order payable to Unisys Canada Inc. and addressed to:

Unisys Canada Inc.  
P.O. Box 204  
Halifax, NS B3J 2M4

If **Credit Card option** has been selected the following information is required. Please note that if the Credit Card Option has been selected as your subsequent payment preference, any credit card administration fees will be applied against your account.

**Credit Card**  
**(Min. amount \$ 100.00)**

Visa       MasterCard

Credit Card Number \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

If **Direct Deposit option** has been selected for subsequent top-up of your account, the Business Office will contact you regarding the process required to send deposits directly to the ACOL Financial Institution.

Agreed to on behalf of Client

**Authorized Signature:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Authorized Signature:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Accepted by:

**Unisys Canada Inc.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)