



OneStop Business Registration Requirements

What You'll Need:

Sole Proprietorship or General Partnership Registration

Note: The first step in incorporation or registration of a proprietorship or partnership is the approval of the business name. Your business name search cannot be completed through the OneStop service. Visit a OneStop location for assistance with this process.

To instantly register your sole proprietorship or general partnership using OneStop, you will need:

- name approval request number (found on your Name Approval Request Form).
- your business name exactly as it was approved through the Name Approval Request process by the Registrar of Companies.
- start date of business in British Columbia.

You can pay for your registration on-line using Visa or MasterCard.

Questions? Contact B.C. Corporate Registry toll free through Enquiry BC 1-800-663-7867 or www.fin.gov.bc.ca/registries/corppg

Provincial Sales Tax

To register for a Social Service Tax (PST) account using OneStop, you will need:

- date the business started or plans to start making taxable sales, leases or services.
- incorporation number (if you are registering as a corporation).

Questions? Contact the Consumer Taxation Branch toll free 1-877-388-4440, In Vancouver call 604-660-4524 or www.rev.gov.bc.ca/ctb

Hotel Room Tax

To register for a Hotel Room Tax (HRT) account using OneStop, you will need:

- date the business started or plans to start making taxable sales of accommodation.
- incorporation number (if you are registering as a corporation).

Questions? Contact the Consumer Taxation Branch toll free 1-877-388-4440, In Vancouver call 604-660-4524 or www.rev.gov.bc.ca/ctb

Workers' Compensation Board (WCB) of BC

To register with the WCB, either as an employer or for Personal Optional Protection, you will need:

- your incorporation number, date and jurisdiction if you operate a limited company.
- your business number from the Canada Revenue Agency, if you have one (limited companies must have one before registering).
- make and model of your major equipment that you use to generate revenue (e.g. a backhoe operator who uses a backhoe).
- an estimate of your payroll, if applicable.
- start date of operations and, if applicable, of your first worker.
- an email address.



- names, birth dates, and contact information of proprietor, or of all partners, or of all active shareholders.
- contact information for your business.

Questions? Contact the WCB Employer Service Centre at 604-244-6181 (Vancouver), toll free 1-888-922-2768 or www.worksafebc.com

Business Number Accounts for Canada Revenue Agency

All business number accounts with CRA require the name and Social Insurance Number of at least one owner and the existing Business Number, if applicable.

Goods and Services Tax / Harmonized Sales Tax (GST/HST) Account

- estimate of GST/HST taxable sales
- GST/HST registration effective date (this date establishes when you become eligible for any credits and liable to collect GST/HST)

Payroll Deductions

- how often you pay your employees
- date of first payment to employees

Import/Export Account

- type of account (importer, exporter or both)
- type of goods exporting
- annual value of goods exported

Corporate Income Tax

- incorporation certification number
- date of incorporation
- jurisdiction of incorporation (provincial, federal)

Questions? Contact Canada Revenue Agency toll free.

English 1-800-959-5525 or www.cra-arc.gc.ca/menu-e.html

French 1-800-959-7775 or www.cra-arc.gc.ca/menu-f.html

Municipal Business Licence

You will need the following information to apply for a Municipal Business Licence:

- business name, address and phone number
- start date of business
- type of business (commercial, industrial, home based, other)
- total floor area of business (for farms, this does not include total acreage)
- municipalities in which the business will operate

Questions? Contact the municipality. Telephone number listed in the blue pages of your telephone directory.

Your business **MAY** be required to complete registration forms other than those currently available in OneStop. To find out, please contact the Canada/British Columbia Business Services Society office toll free 1-800-667-2272 or www.smallbusinessbc.ca