

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.companiesoffice.gov.mb.ca>

Hours: 8:00 – 4:30 Monday to Friday