



PLEASE NOTE:

The registration of a business name under the *Partnership Act*:

- does not provide any protection for that name, and
- does not mean that the name will be available if you decide to incorporate a company using this name.

One of the primary reasons for registration of a Proprietorship is so the public can identify and locate the individuals involved in the business. A proprietor can be one of the following: an individual, corporation or other corporate entity such as a society, cooperative, etc.

Please have your name reservation approved before submitting this statement of registration. Name Approval Request forms are available from your nearest Service BC Centre, or our website at www.bcregistryservices.gov.bc.ca or by contacting this office.

To submit your Name Approval Request electronically go to www.bcregistry.ca/namerequest

To register your proprietorship online go to <https://www.bcregistry.ca/business/>

GENERAL INSTRUCTIONS

A. Name and Contact Information of Completing Party:

This may be used for correspondence regarding this registration. We will send a registration statement document to this email address.

B. Business Information:

Business Name: Enter the approved business name, not the owner's name.

Business Address: The location where the business is to be conducted in British Columbia. Enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate your business (e.g., the 2nd house on the left side, 4 miles west on Central County Road, Creston, B.C.).

Mailing Address: Complete only if this address is different from the business address. A post office box or rural route number is acceptable as the mailing address.

Business Contact Information: Provide an email address that the business may be contacted at in the future. All future documents will be sent to this email address.

Start Date of Business in British Columbia: A date must be entered. The start date can be up to 2 years in the past, and up to 90 days in the future.

Nature of Business: Provide the North American Industry Classification System code (NAICS). You can find this information on the Statistics Canada website, <https://www.statcan.gc.ca/en/subjects/standard/naics/2022/v1/index>. You must provide a 6 digit number.

Please contact Statistics Canada for assistance selecting your NAICS code.

Email: infostats@statcan.gc.ca

Telephone: (toll free) 1-800-263-1136 (international) 1-514-283-8300

C. Proprietorship: Enter the full name of the proprietor.

If the proprietor is an individual, the individual must use a residential address.

D. Notifications: Select your preferred method for notifications and provide required details.

If you need assistance to complete this form,
please phone 1 877 526-1526.

Mail this form to:

BC Registry Services
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

To register a proprietorship or general partnership:

Name Approval	\$30.00
Registration	<u>\$40.00</u>
Total	\$70.00

The above fees include one certified copy.
Additional certified copies are \$25.00 each.

Make cheque payable to the Minister of Finance.

Freedom of Information and Protection of Privacy Act (FOIPPA):

Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Partnership Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.



Telephone: 1 877 526-1526
www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

Courier Address: 200 – 940 Blanshard Street
Victoria BC V8W 3E6

NAME APPROVAL NO. – If known

NR

A. Name and contact information of completing party

FIRST NAME

MIDDLE NAME

LAST NAME

STREET

CITY

PROVINCE

POSTAL CODE

CORPORATE REGISTRY REGISTRATION NUMBER

NATIONAL BUSINESS NUMBER

Please TYPE or PRINT CLEARLY.

B. Business Information

BUSINESS NAME

BUSINESS ADDRESS – *Must be the physical location of the business in B.C., not just a general delivery, post office box, rural route, site, or comp. number*

STREET

CITY

PROVINCE

POSTAL CODE

British Columbia

MAILING ADDRESS
STREET

CITY

PROVINCE

POSTAL CODE

BUSINESS CONTACT INFORMATION
Email address - *required*

Phone number - *optional*

START DATE OF BUSINESS IN
BRITISH COLUMBIA
YYYY / MM / DD

NATURE OF BUSINESS (North American Industry Classification System codes (NAICS)(e.g., 445291 - Baked goods stores)

C. Proprietorship – *This is to certify that no other person is associated with me in this proprietorship.*

1. PROPRIETOR NAME – *State the corporate or individual name of the owner in full (last name, first name and middle initial)*

BUSINESS NUMBER (*only provide if the proprietor is a company*)

PROPRIETOR ADDRESS – *Must be a residential address if the proprietor is an individual.*

Note: The registration of a business name under the *Partnership Act* does not provide any protection for that name.

It is an offence to make or assist in making a false or misleading statement in a record filed under the *Partnership Act*.
A person who commits this offence is subject to a maximum fine of \$5,000.