

Registration

Register Your Business Name with the Province of Ontario as a sole proprietorship, general partnership, or corporation style trade name (you must already have an existing & active corporation).

Services available:

- Business Name Registration or Renewal **\$60.00**
- Business Name Search **\$8.00 for each name searched**
- Employer Health Tax (EHT)
- Workplace Safety and Insurance Board (WSIB)

If registering a **new business**, you will receive your Master Business License as soon as you have completed the session. For **business renewals**, an updated copy of the license will be received by mail within two weeks.

Your Master Business License will be valid for **five years**, at which time you can renew.

Please note: You will **not** receive an expiry notice. Please keep a copy for your reference.

Register at the Waterloo Region Small Business Centre (Credit Card only)

Cambridge
<p>Cambridge City Hall, First Floor, 50 Dickson St., Cambridge - 519.740.4615</p> <p>Available: Monday, Tuesday 8:30 a.m. - 1:00 p.m. & 2:00 p.m. - 4:00 p.m. Wednesday 8:30 a.m. - 1:00 p.m.</p>
Kitchener
<p>Kitchener City Hall, Main Floor, 200 King Street West, Kitchener - 519.741.2604</p> <p>Available: Monday to Friday 8:30 a.m. - 4:00 p.m.</p>
Waterloo
<p>Waterloo City Hall, Main Floor, 100 Regina Street South, Waterloo – 519.747.6266</p> <p>Available: Monday to Friday 8:30 a.m. - 1:00 p.m. & 2:00 p.m. - 4:00 p.m.</p>
Register at Service Ontario
<p>(Cash, Cheque, Debit and Credit Cards accepted) 30 Duke St, 2nd Floor, Kitchener Available: Monday – Friday 9:00 a.m. – 4:00 p.m.</p>

Register/Renew Online at www.ontario.ca/serviceontario

1. Under **Business**, Click **ONE-Source for business**
2. Click on **Search, register, renew your business and get a Master Business License**

Change/Cancel business Online at www.ontario.ca/serviceontario

1. Under **Business**, Click **ONE-Source for business**
 2. Click on **Change your address and other business information**
- Online Registration and Changes available Monday-Friday from 8:30AM-6:00PM

Registration Helpline: 1-800-565-1921 or 1-888-745-8888
Available: Monday – Friday from 8:30AM – 5:00PM.

Business Number (i.e. HST) Please note: you will not automatically receive a Business Number (i.e. HST) when you register your business.

www.businessregistration.qc.ca or Call 1-800-959-5525

CAMBRIDGE

Cambridge City Hall
50 Dickson St., P.O. Box 669, Cambridge
ON N1R 5W8 | T: 519.740.4615

KITCHENER

Kitchener City Hall
200 King St. W., P.O. Box 1118, Kitchener
ON N2G 4G7 | T: 519.741.2604

WATERLOO

Waterloo City Hall
100 Regina St. S., Suite 170, Waterloo
ON N2J 4A8 | T: 519.747.6265

Are you ready to register or re-register your small business?

Information that is required

- Type of business ownership: sole proprietorship, partnership or corporation style trade name.
- Owner's name(s), telephone number and address *
- **Business Name and desired spelling**
- Business Activity
- Business address * and telephone number if known

Partners:

- Numbers of partners
- Requires names and addresses * for each partner.

Corporation (trade name):

- Signing officer's name and address *
- Requires the corporation name and number

For your consideration:

- Would you like to do a name search for **\$8 per name searched**?
 - Have you registered the business name in the past five years and would you like to renew? (note the license will be mailed approximately 2 weeks later)
 - Do you want to apply WSIB for yourself (it is not mandatory for business owners)?
 - Are you hiring employees in the near future? If so, what is the start date? What is your estimated annual payroll? Does it exceed 400,000 a year?
- * If a **rural route**, a lot/concession or fire route number is required for the physical address. The rural route may be used for the mailing address.

Please note:

It is imperative to check the spelling of the business name before submitting it for registration. If an error has been made after you complete your application, a new registration will be required and \$60 charged once again.

Name searches are optional and will search only sole proprietorships, partnerships and trade names within Ontario. For more information, please feel free to contact a Small Business Centre or Service Ontario.

Alternate formats and accommodations are available upon request.

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