

Business Name Registration

Online (Register, Renew, Change, Close)

8:30 a.m. – 6:00 p.m. (Monday – Friday)

www.ontario.ca/page/serviceontario

Under **Business**: Click **Search for, register and renew a business name online**. Choose **#4**

Waterloo Region Small Business Centre (Credit Card Only)

Kitchener: 200 King St. W., First Floor, 519-741-2604

Cambridge: 50 Dickson St., First Floor, 519-740-4615

Waterloo: 100 Regina St. S., First Floor, 519-747-6265

ServiceOntario (Cash, Cheque, Credit Card)

30 Duke St, 2nd Floor, Kitchener

Registration Helpline: 1-800-565-1921

Ministry of Government Services - General Info:

1-800-268-1142

Incorporation

Incorporating Online:

Provincial

www.oncorp.com

www.carswelllegalsolutions.com

Federal Industry Canada:

1-866-333-5556

www.corporationscanada.ic.gc.ca

Incorporation Forms

<http://www.ontario.ca/serviceontario>

(Click Topics, then Business. In search box, enter: Articles of Incorporation Form 1)

Companies Branch

1-800-361-3223

Land Registry Office (Provincial)

519-571-6043

30 Duke St. W, 2nd Floor, Kitchener

Note: NUANS Search if required can be completed on line or through Searcher of Records in the yellow pages.

Sales & Income Tax

Federal Business Number

(HST, Payroll, Import/Export, Corporate Tax)

1-800-959-5525

www.businessregistration.gc.ca

Canada Revenue Agency

www.cra-arc.gc.ca

166 Frederick St., Kitchener

Income Tax: 1-800-959-8281

Ministry of Finance: 1-866-668-8297

Tobacco Permit, Insurance Premiums & Private Auto Sales:

www.fin.gov.on.ca

Employment

CRA Payroll Info: www.cra-arc.gc.ca/payroll

Workplace Safety and Insurance Board

1-800-387-0750

www.wsib.on.ca

55 King St. W, Kitchener

Ministry of Labour/Employment Standards

155 Frobisher Dr., Waterloo

519-885-5191

www.labour.gov.on.ca

Employer Health Tax

1-866-668-8297

<http://www.fin.gov.on.ca/en/tax/eh/>

Service Canada:

1-800-206-7218

www.servicecanada.gc.ca

Kitchener: 25 Frederick St (Market Square, Suite 200)

Cambridge: 350 Conestoga Blvd (unit C2)

Health and Safety

Public Health Office (Regional)

<https://www.regionofwaterloo.ca/en/doing-business/doing-business.aspx> 519-575-4400 x 5147

Ministry of Labour - Health & Safety

1-877-202-0008

www.labour.gov.on.ca

Health Canada – Product Safety

1-866-225-0709

www.hc-sc.gc.ca/cps-spc/index-eng.php

CSA Group

416-747-4000

www.csagroup.org

Business Improvement Associations (BIA)

Kit: www.kitchenerdowntown.com
29 King St. E., 519-744-4921
www.thebelmontvillage.ca
Cambridge
Galt: www.galtonthegrand.ca
Hespeler: www.hespelervillage.com
Preston: www.discoverpreston.ca
Wat: www.uptownwaterloobia.com
100 Regina St S, 519-885-1921

Miscellaneous

Business Plan Templates
www.canadabusiness.ca/eng/86/4878/

Financing & Gov't Incentives
www.canadabusiness.ca
www.ontario.ca/businessprograms
www.marsdd.com

Futurpreneur Canada
1-866-646-2922 www.futurpreneur.ca

Summer Company
www.ontario.ca/summercompany

Business Regulatory Registry:
www.ontariocanada.com/registry/

Better Business Bureau
354 Charles St. E., Kitchener
519-579-3080 www.bbb.org/kitchener

Revenue Canada Charities
1-800-267-2384
www.cra.gc.ca (Search: Charities)

Competition Bureau: 1-800-348-5358
www.competitionbureau.gc.ca

Canadian Food Inspection Agency
1-800-667-2657
www.inspection.gc.ca (Search: Guide)

UPC Symbols: 1-800-567-7084
Universal Product Code
www.gs1ca.org/home.asp

Alcohol & Gaming Commission
1-800-522-2876 www.agco.on.ca

Canadian Franchise Association
1-800-665-4232 www.cfa.ca

The Working Centre: 519-743-1151
58 Queen St. S, Kitchener
www.theworkingcentre.org

Business Assistance

Small Business Centre
Kitchener: 519-741-2604
Cambridge: 519-740-4615
Waterloo: 519-747-6265
www.waterlooregionsmallbusiness.ca

**Ministry of Economic Development
Employment and Infrastructure:**
www.ontario.ca/economy

Canada Business Ontario
www.cbo-eco.ca 1-888-745-8888

Chamber of Commerce - KW
80 Queen St. N., - 519-576-5000
www.greaterkwchamber.com

Chamber of Commerce - Cambridge
750 Hespeler Rd. - 519-622-2221
www.cambridgechamber.com

Canadian Intellectual Property Office:
1-866-997-1936
www.cipo.ic.gc.ca

Canadian Innovation Centre
295 Hagey Blvd Suite 15, Waterloo
519-885-5870 www.innovationcentre.ca

Ontario Centres of Excellence
866.759.6014 www.oce-ontario.org

Business Development Bank Canada
137 Glasgow St. Suite 355, Kitchener
519-571-6685
www.bdc.ca/en/Pages/home.aspx

Canada's Technology Triangle
260 King St. W, 3rd Floor, Kitchener
519-747-2541 www.techtriangle.ca

Communitech
295 Hagey Boulevard, Suite 16, Waterloo
519-888-9944 www.communitech.ca

Importing and Exporting

Canada Border Services Agency
1-800-461-9999 (Info & Free Seminars)
www.cbsa-asfc.gc.ca

Canada Business: 1-888-576-4444
www.canadabusiness.ca

Canadian Trade Commissioner Service
1-800-267-8376
www.infoexport.gc.ca/

Export Development Canada
1-866-283-2957 www.edc.ca

Market Research

Small Business Centre
Kitchener: 519-741-2604
Cambridge: 519-740-4615
Waterloo: 519-747-6265
www.waterlooregionsmallbusiness.ca

Industry Canada
1-800-328-6189 www.ic.gc.ca
Benchmark Tool:
www.ic.gc.ca/eic/site/pp-pp.nsf/eng/home

Statistics Canada
1-800-263-1136 www.statcan.gc.ca

Industrial & Business Info Service
1-888-576-4444
www.canadabusiness.ca

Wilfrid Laurier University Library
75 University Ave. W. Waterloo
519-884-0710 ext. 3222
www.wlu.ca/library

Kitchener Public Library
85 Queen St. N. Kitchener (Main)
InfoLink: 519-743-0271 www.kpl.org

Waterloo Public Library
35 Albert St. Waterloo (Main)
519-886-1310 ext. 110 www.wpl.ca

Cambridge Public Library
1 North Square, Cambridge (Main)
519-621-0460 www.cambridgelibraries.ca

Education

Conestoga College
519-748-5220 www.conestogac.on.ca

University of Waterloo
519-888-4002 www.uwaterloo.ca

Wilfrid Laurier - Schlegel Centre
519-884-0710 ext. 2841 www.wlu.ca

Lutherwood: www.lutherwood.ca
Kitchener - 165 King St. E. 519-743-2460
Cambridge- 35 Dickson St. 519-623-9380

Northern Lights Vocational Services
Kitchener: 519-576-2681
Cambridge: 519-622-1795

**Ministry of Training, Colleges &
Universities:** 519-653-5758
www.edu.gov.on.ca

Municipal Licenses and Zoning

Cambridge

Kitchener

Waterloo

Townships

Licensing: 519-740-4680 x 4581

Licensing: 519-741-2275

Licensing: 519-747-8785

North Dumfries: 519-621-0340
Wellesley: 519-699-4611

Zoning: 519-740-4650 x 4307

Zoning: 519-741-2317

Building & Planning: 519-747-8752

Wilmot: 519-634-8444
Woolwich: 519-669-1647

Federal, Provincial, Municipal Licensing & Permit Information: www.bizpal.ca

Region of Waterloo: 519-575-4400