

Registering a Business Overview

To 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).

- Business Name Registration or Renewal **\$60 CAD**
- Business Name Search **\$8 CAD Each Search**
- Employer Health Tax (EHT)
- Workplace Safety and Insurance Board (WSIB)

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

Your Master Business Licence 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.

Registering a Business Online

To Register Your Business Online, please visit the [Ontario Business Registry](#).

Since the Pandemic, most registration is now available online. Ontario.ca provides a step by step guide for those looking to create a business from scratch. If you are looking to register a new business please select the most appropriate option [here](#).

Don't forget to record all login information for security purposes, as you will need this information at some point again in the future.

KITCHENER

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

CAMBRIDGE

The Gaslight District
96 Grand Ave S., Suite 103
Cambridge, O N1R 5W8
T: 519.740.4615

WATERLOO

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

Registering a Business In Person

To Register Your Business In Person, please visit Service Ontario at 30 Duke St., 2nd Floor, In Kitchener. They are available from Monday – Friday 9:00 a.m. – 4:00 p.m.

Consider the Following...

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

If you think you are ready, double check to make sure you have the following information.

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.

- Number of Partners
- Requires names and addresses * for each partner.

Corporation (trade name).

- Signing officers name and address(es)
- Requires Corporation name and Number

Questions for further 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 licence will be mailed approximately 2 weeks later)
- Do you want to apply for the 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?

Note: 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

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.