

## 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).

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

Your Business Name Registration 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 your Business

All business registration is exclusively done online. Please visit the [Ontario Business Registry](#). Ontario.ca provides a step-by-step guide for those looking to create a business from scratch.

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

## 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?
- Have you registered the business name in the past five years, and would you like to renew? (Note: the registration 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? Are you required to apply for WSIB? [Check here.](#)