



## S.U.C.C.E.S.S. One-Stop Business Registration Package

### Sole Proprietorship/Partnership Registration

<b>Step 1</b>	Name Approval Request Application ( <a href="http://www.bcregistrynames.gov.bc.ca">www.bcregistrynames.gov.bc.ca</a> )
<b>Step 2</b>	Business Registration Application ( <a href="http://www.onestopbc.ca">www.onestopbc.ca</a> )
<b>Step 3</b>	Canada Revenue Agency ( <a href="http://www.cra.gc.ca">www.cra.gc.ca</a> 1-800-959-5525) → Business Number Registration (includes the four accounts listed below): <ul style="list-style-type: none"> <li>➤ GST Account</li> <li>➤ Import/Export Account</li> <li>➤ Payroll Deductions Account</li> <li>➤ Corporate Income Tax Account (not applicable to sole proprietorship or partnership)</li> </ul> Consumer Taxation Branch Vendor's Account (PST) Application ( <a href="http://www.sbr.gov.bc.ca/ctb">www.sbr.gov.bc.ca/ctb</a> ) WorksafeBC (Worker's Compensation Board) Account ( <a href="http://www.worksafebc.com">www.worksafebc.com</a> )
<b>Step 4</b>	Business License (City Hall)

### Limited Company Incorporating (*Ltd., Inc., Corp.*)

<b>Step 1</b>	Name Approval Request Application ( <a href="http://www.bcregistrynames.gov.bc.ca">www.bcregistrynames.gov.bc.ca</a> )
<b>Step 2</b>	Incorporation of Company ( <a href="http://www.corporateonline.gov.bc.ca">www.corporateonline.gov.bc.ca</a> )
<b>Step 3</b>	Canada Revenue Agency ( <a href="http://www.cra.gc.ca">www.cra.gc.ca</a> 1-800-959-5525) → Business Number Registration (includes the four account listed below): <ul style="list-style-type: none"> <li>➤ GST Account</li> <li>➤ Import/Export Account</li> <li>➤ Payroll Deductions Account</li> <li>➤ Corporate Tax Account</li> </ul> Consumer Taxation Branch Vendor's Account (PST) Application ( <a href="http://www.sbr.gov.bc.ca/ctb">www.sbr.gov.bc.ca/ctb</a> ) WorksafeBC (Worker's Compensation Board) Account ( <a href="http://www.worksafebc.com">www.worksafebc.com</a> )
<b>Step 4</b>	Business License (City Hall)

### BUSINESS SERVICES AT S.U.C.C.E.S.S.

<b><u>Preliminary Business Consultation*</u></b> General Business Information on Business Start-up	\$30/Hour
<b><u>Business Consultation and Specialized Service *</u></b> Brief Discussion and/or Evaluation on Business Idea, Business Loan Facilitation, Business Buy & Sell, Business Plan Review, Feasibility Studies, Commercial Lease, Market Research, etc.	Start from \$80

**\* S.U.C.C.E.S.S. Business & Economic Development does not provide legal or tax advice during the consultation. Please seek advice from legal or tax professionals if necessary.**

*Price subject to change without notice (updated as of October 1, 2009)*