

# INSTRUCTIONS FOR REGISTERING A BUSINESS NAME

## Under The Business Names Registration Act



### STEP 1: RESERVING THE NAME

Before a business name can be registered, a Request for Name Reservation must be filed to determine if the name is available for use. Please read the notes on the reverse side of that form.

#### Form Required

Request for Name Reservation

#### Filing Fee

\$45.00

In addition to the traditional paper application that is still available, a Request for Name Reservation can be filed online at <https://direct.gov.mb.ca/coohtml/html/internet/en/coo.html>.

If your name is **reserved**, you will have 90 days to file the Business Registration forms by following Step 2 below. If your name is **rejected**, you must choose a new name and do Step 1 over again (including fee).

### STEP 2: REGISTERING THE BUSINESS NAME

#### Forms Required (in duplicate)

#### Filing Fees

[Form # 1 Registration of a Business Name](#)

\$60.00

[Power of Attorney](#) (if required)

\$40.00

#### Guidelines for completing the Registration of a Business Name form

- All sections of the registration form must be completed. If they are not, the forms will not be accepted
- Forms must be typed or printed clearly and signed in ink.
- Forms must be filed in duplicate on 8 ½ x 11 white paper. We do not accept double-sided forms or faxed copies.

#### 1. **Business Name**

Except for numbered business names, every business name must have been searched and reserved by filing a Request for Name Reservation. If you have not done this step, please file the Request for Name Reservation first.

The name of the business must match the reserved name exactly.

If registering a numbered name, please insert the following: \_\_\_\_\_ Manitoba

#### 2. **Name and address to which duplicate should be returned and Renewals will be mailed**

Provide an address where we can return your duplicate copy of the business name registration form. This will be the address where a renewal form will be sent. A postal code is mandatory.

#### 3. **Contact person**

This section does not have to be completed; however, having a name and phone number will be beneficial if we require any further information.

#### 4. **The place of business**

The full business address must be provided. A post office box for Winnipeg or Brandon is acceptable if the form provides a civic address for the mailing address or registrant(s) address.

#### 5. **The date of start of business**

- The full effective date is required (yyyy/mm/dd)
- If the start of business is **more than 5 years** ago, only the **month and year** is required.
- Date of commencement of business cannot be more than 30 days in the future.
- “Upon Registration” is acceptable.
- “To be determined”, “Not yet determined” or “N/A” is not acceptable.

#### 6. **The main type of business**

A brief description of the activities the business will be conducting is required. Vague descriptions such as miscellaneous services or retail services are not acceptable.

#### 7. **Does the registrant(s) of this business have a Business Number**

If the registrant(s) have an existing Business Number, the first 9 digits should be provided. The registrant(s) will have a BN9 if they have ever:

- Remitted RST, HET or CCT
- Registered one or more business names
- Collected GST/HST
- Imported or exported
- Had annual sales greater than \$30,000
- Operated a taxi or limousine service
- Operated as a registered charity

## Registrations with a single (sole) Registrant

Type of Registrant	BN9
Individual is the sole registrant	If the individual has a BN9 <b>of their own</b> (i.e. not with another individual), the business will use their BN9. They may or may not have a BN9.
Corporation is the sole registrant	The business will use the BN9 of the corporation. They must have a BN9.
Another business name is the sole registrant	The business will use the BN9 of that business name. They must have a BN9

## Registrations with multiple Registrants

Type of Registrants	BN9
Individuals as the registrants	If the individuals have a BN9 <b>together</b> , the business will use their BN9. They may or may not have a BN9.
Corporations or other Business Names are the registrants	If the corporations have a BN9 together, the business will use their BN9. The business will not use the BN9 of one of the corporations. They may or may not have a BN9.

### 8. Registrant(s)

The name, address and signature for all registrants must be provided. Please ensure that you register your business the same when registering with other government offices.

#### **Individual(s):**

- Full name and address must be provided (ex: Donald Smith – not D. Smith).
- Original signature (in ink) of all registrant(s) is required.

#### **Corporation(s):**

- Full name and address of the corporation must be provided.
- Original signature (in ink) of a director or officer of each corporation listed is required (it is not necessary to show the title of (president, secretary etc.).

### **When is a Power of Attorney Required?**

A Power of Attorney form will be needed if the registration form shows all the individuals registering the business name live outside of Manitoba. This person must be willing to accept all legal documents on behalf of the business in Manitoba. This person does not need to be a lawyer, but he or she must live in Manitoba.

### **Notice under The Freedom of Information and Protection of Privacy Act**

Information about this business is collected pursuant to *The Business Names Registration Act*. It is made available for public searching pursuant to that Act. Information will be shared with other government departments and the Minister of National Revenue pursuant to *The Electronic Commerce and Information Act* for the purposes of obtaining a Business Number (BN) for this company and administering a common business numbering and information system. If you have any questions about its collection, contact: The Director, Companies Office, 1010-405 Broadway, Winnipeg, MB, R3C 3L6 or phone (204) 945-2500.

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### **PAYMENT OPTIONS**

If you are filing the Name Reservation (paper applications only) and Registration forms together:

- If paying by **cheque**, please ensure there are two separate cheques (or **money orders**), payable to the **Minister of Finance**. If not, the office cannot process your forms and will need to send everything back.
- If paying by **credit card**, please complete and return the [payment options](#) form with your signed documents.

### **Where to Send the Forms and Fees**

**COMPANIES OFFICE**  
Woodsworth Building  
1010-405 Broadway  
Winnipeg, MB R3C 3L6

### **Any Questions?**

**Telephone:** (204) 945-2500 **Fax:** (204) 945-1459  
**Toll Free in Manitoba:** 1-888-246-8353  
**E-Mail:** [companies@gov.mb.ca](mailto:companies@gov.mb.ca)  
**Website:** <http://www.companiesoffice.gov.mb.ca>  
**Hours:** 8:30 – 4:00 Monday to Friday