

To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

Supported Browsers: Chrome, Edge and Firefox. **Cell phone access is not supported.**

Main Menu

- Select Register a Sole Proprietorship with Individual Registrant (one person is the registrant)

Companies Online		
My Account HELP Contact Update Login Profile Log Off		
Main Menu		
JOHN HENRY		
Annual Return/Renewal	Reserve a Name	Incorporate/Register
<ul style="list-style-type: none"> • File my Annual Return • File my Renewal • Create Paper Copies • Request a new barcode to file Annual Return / Renewal 	<ul style="list-style-type: none"> • Submit a Name Reservation Request to see if a name is available for registration/incorporation 	<ul style="list-style-type: none"> • Incorporate a Business Corporation • Incorporate a Non-Profit Corporation • Register a Sole Proprietorship with Individual Registrant • Register a Sole Proprietorship (for smaller business or corporation) • Register a Partnership
Information on Entities	General Information	
<ul style="list-style-type: none"> • Search by Name/Number • Certificate of Status 	<ul style="list-style-type: none"> • Entrepreneurship Manitoba • Notice under The Freedom of Information and Protection of Privacy Act • Help Manual 	
New West Partnership – Business Corporations	New West Partnership – Partnerships	
<ul style="list-style-type: none"> • Register a British Columbia, Alberta, or Saskatchewan Business Corporation in Manitoba 	<ul style="list-style-type: none"> • Register a British Columbia, Alberta, or Saskatchewan Limited Partnership in Manitoba 	

Open Service Request

- Click on Continue

Companies Online

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Service Request No : 102522956

Open Service Request

A Service Request has been Created. Please record your Service Request Number or print this page.

Service Request Number :	<input type="text" value="102522956"/>	<input type="button" value="Continue"/>
Registry Number :	<input type="text"/>	
Entity Name :	<input type="text"/>	
Event Type :	<input type="text" value="REGISTRATION"/>	
Registrant Type :	<input type="text" value="BUSINESS NAME"/>	
Registrant Sub Type :	<input type="text" value="SOLE PROPRIETORSHIP"/>	
Service Request Status :	<input type="text" value="UNASSIGNED"/>	
	<input type="button" value="Cancel Service Request"/>	

Note: You have 5 days to complete the Registration once you start filing it online. The information you enter in this Service Request is saved and will appear at the bottom of your Main Menu. You may re-open and complete the Registration at a later date. However, after 5 days the Service Request is cancelled and it will no longer appear on your Main Menu screen. If this occurs you will need to start from the beginning.

Name Selection

- **Named Business** - I have searched and reserved the name I wish to use
 - Enter the Reservation Number and click on Lookup. The reserved name will be displayed.

Note: Please contact the Companies Office at (204) 945-1707 for assistance if you receive an error after entering your reservation number.

Or

- **Numbered Name** - I wish to carry on business under a numbered name in Manitoba
 - A pop-up screen will display requesting confirmation that you wish to proceed with registration of a numbered name.
- Click on Next Page

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Name Selection

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The name you wish to use for your Corporation or Business Name must be reserved before you can proceed. [Help](#)

I have searched and reserved the name I wish to use:

Enter Reservation Number : -

Reserved Name :

OR

I wish to register a numbered company in Manitoba:
10026399 MANITOBA

[Next Page](#)

Information

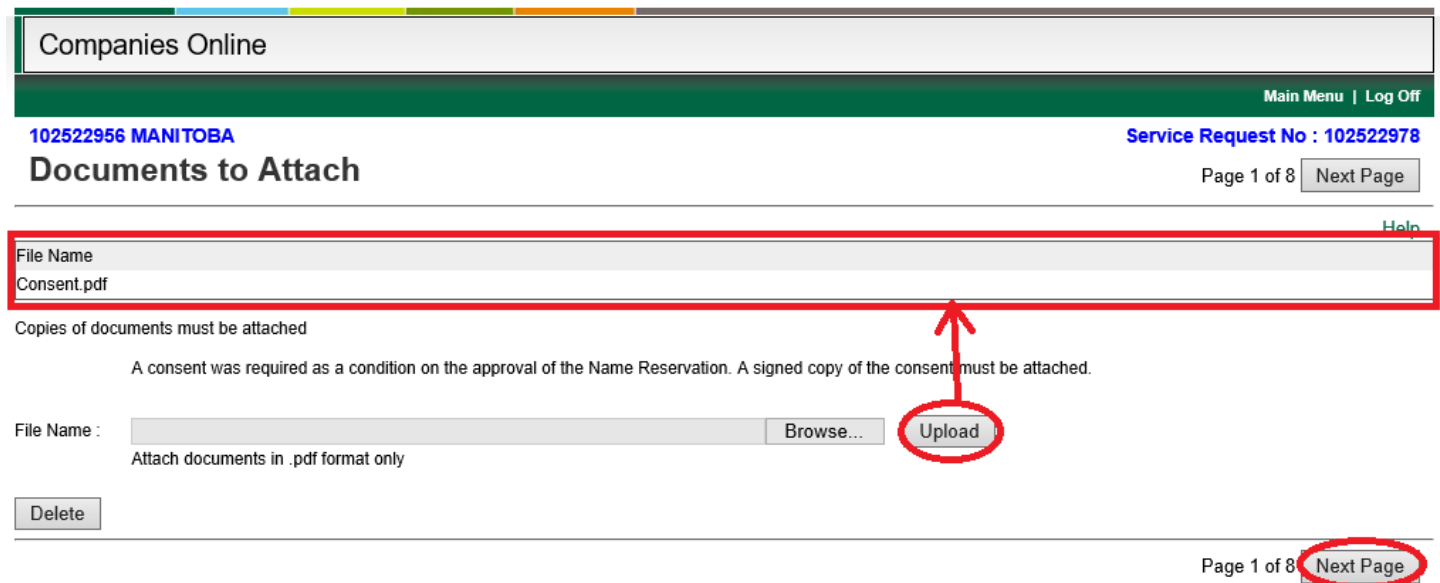
I confirm that I want to register the name 10026399 MANITOBA.

Once 10026399 MANITOBA is registered, documents must be filed with applicable filing fees to change the name, if required.

Do you want to proceed?

Documents to Attach (Conditional – Proceed to next page if this screen doesn't display)

- Screen only appears if a consent was required on the approved Name Reservation.
 - Consent must be signed, scanned and saved as a PDF before it can be attached in the system.
-
- Click on the Browse button
 - Find the scanned copy of the completed and signed document.
 - Click on the Upload Button. When uploaded, the document will be listed in the grid
 - Repeat steps until all of your documents are uploaded.
 - Click on Next Page



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102522956 MANITOBA Service Request No : 102522978

Documents to Attach

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File Name
Consent.pdf

Help

Copies of documents must be attached

A consent was required as a condition on the approval of the Name Reservation. A signed copy of the consent must be attached.

File Name : Browse... Upload

Attach documents in .pdf format only

Delete

Page 1 of 8 Next Page

Delete a Document

- Click on the document to be deleted in the Documents Attached grid.
- Click on the **Delete** button. The document should no longer be listed in the Documents Attached grid.

General Information

- **Date of Start of Business** – click on the calendar to select the date. The date selected cannot be more than 30 days in the future.
- Click on Next Page

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General Information


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* Required field

Entity Name :

10026399 MANITOBA

The date of Start of Business (cannot be more than 30 days in the future)*



September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

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Business Location Information

- More than one business location can be entered.
- Box numbers in Winnipeg and Brandon are not acceptable online. Please complete a paper application.

Add a business location

- Enter the business location address (including postal code)
- Click on Add
- Address will appear in the grid
- Repeat if there is a second business location
- Click on Next Page

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Business Location Information

Page 2 of 7

Enter each business location and click on Add. [Help](#)

Note: The listing of a business address outside of Manitoba constitutes a statement by you that the business has no physical address in Manitoba. Where the business has a physical address in Manitoba, the Manitoba address must be listed.

Address	City	Prov/State	Country	Postal/ZIP Code
Enter information below to add to list of business locations.				

* Required field

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

Page 2 of 7

To correct a business location

- Click on the address that you want to correct
- Make necessary changes
- Click on Update
- Updated address information will appear in the grid
- Click on Next Page

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10026399 MANITOBA

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Business Location Information

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Enter each business location and click on Add.

[Help](#)

Note: The listing of a business address outside of Manitoba constitutes a statement by you that the business has no physical address in Manitoba. Where the business has a physical address in Manitoba, the Manitoba address must be listed.

Address	City	Prov/State	Country	Postal/ZIP Code
1 SMITH ST.	WINNIPEG	MB	CANADA	R3C1L8

* Required field

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

[Add](#) [Update](#) [Delete](#)

[Clear Details](#)

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To delete a business location

- Click on the address that you want to delete
- Click on Delete
- Address information will be removed from the grid
- Click on Next Page

Mailing Information

Click on the Copy Filer's Address button, or enter address (this is the address where renewals will be sent)

- **Mailing Address Name:** Can be left blank or could be the business name
- **Attention:** Can be left blank or could be the registrant name
- **Email Address:** Can be left blank or can be provided if you want to receive an email notification instead of a paper renewal form
- Click on Next Page

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Mailing Information

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[Help](#)

* Required field [Copy Filer's Address](#)

Mailing Address Name :

Attention :

Address : *

City : *

Country : *

Province/State : *

Postal Code : *

I wish to receive e-mail notification when the annual return or renewal notice is due to be filed.

Email Address :

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Owner Information

If the registrant doesn't reside in Manitoba, the application cannot be filed online as a Power of Attorney is required. Please submit a paper application.

- Enter the registrant's name and address
- Click on Add to add the name to the grid
- Click on Next Page

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Owner Information

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Enter the name and address of the owner and click on Add. [Help](#)

Name	Entity Name	Address
Enter information below to add to list of owners.		

Individual

*** Required field**

Registry No : [Look Up](#)

Entity Name :

First Name : *

Middle Name : (optional)

Last Name : *

Address : *

City : *

Country : *

Province/State : *

Postal Code :

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CRA Business Number (BN)

The BN is assigned by the Canada Revenue Agency (CRA). You may have a BN if you:

- Previously operated a business as a sole proprietor
- Remitted RST, HET, or CCT
- Collected GST/HST
- Imported or exported
- Had annual sales greater than \$30,000
- Operated a taxi or limousine service

- Select the appropriate bullet (insert the BN9 if you have a BN)
- Click on Next Page

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CRA Business Number

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- The registrant(s) of this business have a business number.
- The registrant(s) of this business do not have a business number.

Nature of Business

- The Nature of Business may be pre-populated. Make changes if needed.
- Click on Next Page

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Nature of Business Previous Page Page 6 of 7 Next Page

* Required field
Please be specific in your description; terms such as manufacturing, consulting, etc. are vague and require further clarification.

Nature of Business : *

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Confirmation

- **Client Reference Number:** Leave blank
- **Expedited Service:** Select the checkbox if you require a faster turnaround time. There is an additional fee charged for this service (double the filing fee).
- **Click on the Pre-Registration Report button**

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Confirmation

Click on the Pre-Registration Report button to view the information you have entered.

Pre-Registration Report

Client Reference Number (Optional):

Expedited Service

All filings are processed by received date. Companies Office provides the option to process filings quicker with an additional fee (double the fee to a maximum of \$200.00).

Please visit <http://www.companiesoffice.gov.mb.ca/processing.html> for current processing dates and expedite service timeframes.

YES, I would like to request Expedited Service!

Pre-Registration Report

- Review the report. If the information is correct, click on the Submit button
- If any information is incorrect, click on the Fix Error button. This will take you to the beginning where they can fix the information

Pre-Registration Report - Submit For Review

This report contains the information you entered into the system.

You need to check and verify that this information is correct before proceeding.

Pre-Registration Report

Registry No : 10026399
Entity Name : 10026399 MANITOBA

As of : 20-Sep-2021

Entity Name : 10026399 MANITOBA
Registry No : 10026399
Current Status : Active

Entity Type : BUSINESS NAME
Entity Sub Type : SOLE PROPRIETORSHIP

Nature of Business : SNOW REMOVAL
NAICS Code : 551113

Information Validation

- Read the statements and click on Yes to each statement
- Click on Proceed

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10026399 MANITOBA

Service Request No : 102522956

Information Validation

You must answer the following questions before proceeding : 10026399 MANITOBA

The business name being registered is not that of another known firm, company, corporation or unincorporated association, or a name liable to be confounded or confused with the other name, or otherwise objectionable on public grounds. No other firm, person or corporation is associated in partnership with the registrant(s).	Yes <input checked="" type="radio"/> No <input type="radio"/>
I certify that I am authorized by the registrant(s) of this Business Name to file this document with the Director under The Business Names Registration Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>

[Proceed](#)

Credit Card



- Enter credit card information
- Click on Process Transaction

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QA Merchant 3

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 60.00 (CAD)  


Order ID: COSII_UAT115834550

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*: 

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Continued...

Receipt

- Print a copy for your records. You will still obtain a receipt when you receive a copy of the documents.
- Click on Continue

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Transaction Approved - Payment Details

Print this page and keep it as your transaction receipt.

Credit Card Receipt
Companies Office
1010 - 405 Broadway
Winnipeg, MB
R3C 3L6
Telephone : (204) 945-2500
Fax : (204) 945-1459

Cardholder Name :	JOHN HENRY
Service Request No :	102522956
Description of Goods :	REGISTRATION, Registry Number 10026399
Amount :	\$60.00 CAD
Date :	2021-09-20 14:55:12Eastern
Reference Number :	660114080017594550
Response Code :	1/01
Authorization Code :	398281

Approved - Thank you.

[Continue](#)

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10026399 MANITOBA

Service Request No : 102522956

Your service request has been submitted for Internal Review.

Companies Office staff will review and respond to your submission as quickly as possible. To check the date we are currently processing, please visit our website at <http://www.companiesoffice.gov.mb.ca/processing.html>

Service Request Number :	102522956
Registry Number :	10026399
Entity Name :	10026399 MANITOBA
Registrant Type :	BUSINESS NAME
Registrant Sub Type :	SOLE PROPRIETORSHIP
Event Type :	REGISTRATION
Effective Date :	20-SEP-2021
Client Reference Number (Optional):	

Once the documents have been reviewed and processed, the following will be emailed to you:

- Record of Filing
- Copy of the Business Name Registration form
- Invoice

IMPORTANT INFORMATION

Please retain the Userid and Password that you used to register your business name online. Your account has been updated so that you can file the following documents online for this business:

- Change of Business Location
- Change of Mailing Address
- Renewal