



STARTING A BUSINESS CHECKLIST

Congratulations on deciding to start your own business! We have created this checklist to help you get started. There are several key steps to creating a successful business in today's world.

Steps to creating your business:

- **Develop a business plan.** (Contact the Business Development Bank of Canada, Coast Capital Savings or the Canada/BC Service Centre)
- **Submit a name search for your company.**
- If you plan to operate as a **sole proprietor or in a partnership, you *must* register your company with the Registrar of Companies** (At the Surrey Board of Trade) before the expiry date.
- If you plan to operate as a **corporation you *must* incorporate your company** online at regco.ca before the expiry date.
- Contact the By-Law Enforcement & Licensing Section and the Planning and Development Department at the Surrey City Hall for the **appropriate permits and licenses.** (604) 591-4370
- Obtain the **proper provincial and/or federal licenses.**
- All commercial businesses with more than \$30,000 in gross annual taxable sales and revenues and/or you employ one or more people, **obtain a business number (HST number)** for remitting employee's federal and provincial income tax deductions, employment insurance premiums and Canada Pension Plan contributions from the Canada Revenue Agency (Call 1-800-959-5525)
- **Register your company with WCB** by visiting their website at worksafebc.com
- If you are hiring employees or subcontracting for labour, ensure that you comply with the pertinent labour regulations by contacting the **Employment Standards Branch of the Ministry of Labour and Citizen Services** (604) 660-2421
- **Contact a qualified accountant** regarding setting up an orderly record and accounting system.
- **Become a member of the Surrey Board of Trade** to take advantage of the numerous benefits and added credibility.

For more information please visit:

businessinsurrey.com
fasken.com
surrey.ca
smallbusinessbc.ca
canadabusiness.ca
worksafebc.com

regco.ca
surreylibraryies.ca
bcbusinessregistry.ca
wd.gc.ca
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