

Register your business online

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You will need a working email address for online registration and a valid debit or credit card for payment. The registration fee depends on the type of business you are registering.

- 1. <u>Search the Ontario Business Registry</u> for free to find out if your business name is already taken.
- 2. Create a ONe-key account (it is a secure login and password)
- 3. Log in to your ONe-key account and register for a <u>ServiceOntario account</u> (they maintain business registration records)
- 4. Log in to your ServiceOntario Account to register your business as a:
 - Sole Proprietorship \$60
 - General Partnership \$60
 - Ontario Limited Liability Partnership \$60 (this is a hybrid of a partnership and a corporate body. The partners can be individuals, companies or combinations of both)
 - Extra-Provincial Limited Liability Partnership \$60 (this is a Limited Liability Partnership previously registered in another province)
 - Ontario Limited Partnership \$60 (this is a business with at least one general partner and at least one limited partner.)
 - Business Corporation \$300

If you are registering as a Business Corporation, you will also need to order an Ontario-biased or weighted Nuans name search report to reserve your business name if you are not using a number name. A Canada (federal) biased Nuans name search will not be accepted. Find a Local Nuans member to order your report.

You can visit the Ontario Business Registry for a full list of <u>ownership structures and their filing requirements.</u>

- 1. You will be registered for a **9-digit Ontario Business Identification Number** (BIN) from Service Ontario. You will need this number to:
 - incorporate
 - create an import/export account

• register for an account with the Canadian Revenue Agency (CRA)

Please note, your **Ontario Business Identification Number (BIN)** from **Service Ontario** is different than a **Business Number (BN)** that is provided by the **CRA**.