

**WHERE DO I START?****TASKS TO BE UNDERTAKEN****RESOURCES****1. EVALUATE YOUR IDEA**

*Is your idea feasible? Can you make money from this venture?*

Small Business BC has tools to help you assess the viability of your idea including general startup consultations.

For more information call 604-775-5525 or 1-800-667-2272, or visit [smallbusinessbc.ca](http://smallbusinessbc.ca).

**2. MARKET RESEARCH**

*Test the viability of your idea by researching the market, industry and competition.*

Small Business BC offers Market Research services including coaching and education.

For more information call 604-775-5525 or 1-800-667-2272, or visit [sbbc.co/marketresearchadvice](http://sbbc.co/marketresearchadvice).

**3. DEVELOP A BUSINESS STRATEGY**

*This is an essential step and critical for the planning and success of your business.*

Small Business BC offers Business Plan Advisory services to provide feedback on your business model and plan.

For more information call 604-775-5525 or 1-800-667-2272, or visit [sbbc.co/bplanreview](http://sbbc.co/bplanreview).

**4. FINANCING**

*How will you finance your business? Banks and other lenders or investors will often require a written business plan.*

Small Business BC offers a range of services to help you explore your financing options.

For more information call 604-775-5525 or 1-800-667-2272, or visit [smallbusinessbc.ca](http://smallbusinessbc.ca).

**5. BUSINESS STRUCTURE**

*Consider and select the most appropriate business structure to operate your business: Sole Proprietorship, Partnership or Corporation\*  
\*Note: See 'Starting your Corporation' checklist.*

Small Business BC offers registration services including full guided registration service for sole proprietorship/general partnership (\$139).

For more information call 604-775-5525 or 1-800-667-2272, or visit [sbbc.co/registrationservices](http://sbbc.co/registrationservices).

**6. BUSINESS NAME**

*Submit your Business Name Request (NR) for approval.*

Small Business BC offers a business name request service (\$50).

For more information call 604-775-5525 or 1-800-667-2272, or visit [smallbusinessbc.ca](http://smallbusinessbc.ca). You can do it yourself at [sbbc.co/namerequest](http://sbbc.co/namerequest) (\$31.50).

**7. REGISTER BUSINESS**

*Register the business with your chosen structure using your name approval.*

Small Business BC offers a sole proprietorship/general partnership registration services (\$99).

For more information call 604-775-5525 or 1-800-667-2272, or visit [smallbusinessbc.ca](http://smallbusinessbc.ca). You can do it yourself at [sbbc.co/registerbusiness](http://sbbc.co/registerbusiness) (\$40).

**8. BANK ACCOUNT**

*Open a business bank account.*

Visit your local financial institution with a copy of your Business Registration Certificate.

# STARTING YOUR BUSINESS CHECKLIST

## 9. WEBSITE

Consider reserving the domain name of your company to establish your website.

Use a search engine to find a domain registrar to secure a domain name for your website (e.g. [www.yourwebsite.com](http://www.yourwebsite.com)).

## 10. PAYROLL, TRADE AND TAXES

Open accounts under your Business Number (BN) as required (e.g. GST/PST, payroll, import/export).

GST accounts are required if gross annual revenue is greater than \$30,000. PST has no threshold for most businesses.

Call Canada Revenue Agency at 1-800-959-5525 or visit [sbbc.co/BNregistration](http://sbbc.co/BNregistration).

Call the BC Ministry of Finance at 1-877-388-4440 or visit [www.gov.bc.ca/pst](http://www.gov.bc.ca/pst).

## 11. BUSINESS LICENCE

Contact your municipality for a business license.

Visit [www.civicinfo.bc.ca](http://www.civicinfo.bc.ca) or call your local city hall.

## 12. LAWS & REGULATIONS

Determine whether any industry specific licenses and/or regulations that may apply to your business.

Visit [www.bcbizpal.ca](http://www.bcbizpal.ca) or call your local city hall.

## 13. INSURANCE

Ensure your business is protected.

Visit the Insurance Bureau of Canada at [www.ibc.ca](http://www.ibc.ca) to learn what kind of coverage your business needs.

## HIRING EMPLOYEES?

### TASKS TO BE UNDERTAKEN

### RESOURCES

## 14. EMPLOYMENT STANDARDS ACT

Ensure you're aware of your requirements as an employer under the Employment Standards Act.

Contact the BC Employment Standards Branch at 1-800-663-3316 or [sbbc.co/BCesb](http://sbbc.co/BCesb).

## 15. PAYROLL DEDUCTIONS

Open a Payroll Deductions account under your existing Business Number (BN) or obtain a BN if you don't already have one.

Call the Canada Revenue Agency at 1-800-959-5525 or [sbbc.co/crapayroll](http://sbbc.co/crapayroll) for information on the forms required, how to calculate the required deductions, and how to remit them to CRA.

## 16. WORKERS COMPENSATION

Register for workers compensation coverage for your employees and yourself.

Call WorkSafeBC at 604-244-6181 or 1-888-922-2768 or [www.worksafebc.com](http://www.worksafebc.com). Self-employed individuals can obtain coverage through Personal Option Protection.

## REQUIREMENTS FOR KEEPING BUSINESS RECORDS

If you're operating a business or have self-employment income, you need to set up an orderly record and accounting system. It's recommended that you contact a qualified accountant or certified bookkeeper to assist you. You're required to keep all your business records for six years.

## CONTACT

## CLIENT SERVICES

604-775-5525 | 1-800-667-2272 | [askus@smallbusinessbc.ca](mailto:askus@smallbusinessbc.ca)

All clients are advised to reconfirm information from the official departments from the necessary government agencies both in Canada and abroad. Small Business BC accepts no liability or responsibility for any acts or errors, omissions, misuse, and/or misinterpretation resulting from reliance, in whole or in part, on information provided.