

Canada Business - Step by Step Guide to Starting a Business

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Starting a business is exciting, but it is also a lot of work. There are lots of little details you need to consider to make your business a success and to meet all of your government obligations. This guide will lead you to the information you need to get started on the right foot. You should read the entire document before making any decisions or taking any action.

Is entrepreneurship for you?

Being your own boss can be very rewarding, but it is not for everyone. Before you take the first step, take some time to find out if you are well suited to being an entrepreneur, to understand the benefits of entrepreneurship and to learn about your chances of success.

- [Entrepreneurial Self-Assessment](http://www.bdc.ca/en/advice_centre/tools/entrepreneurial_self_assessment/Pages/entrepreneurial_self_assessment.aspx)
http://www.bdc.ca/en/advice_centre/tools/entrepreneurial_self_assessment/Pages/entrepreneurial_self_assessment.aspx
Do you have what it takes to be an entrepreneur? This tool will help you determine if your experience, attitude, goals and lifestyle are compatible with owning your own business.
- [Why consider entrepreneurship?](http://www.canadabusiness.ca/eng/guide/1482/)
<http://www.canadabusiness.ca/eng/guide/1482/>
Read about the benefits of being your own boss.
- [Small Business Survival](http://www.canadabusiness.ca/eng/guide/2009/)
<http://www.canadabusiness.ca/eng/guide/2009/>
What are your odds of success? Learn more about survival tips to keep your business afloat.

Buy a business or start your own?

Starting a business from scratch can be overwhelming for first time entrepreneurs. If you have a great business idea and are ready to work hard to build it from the ground up, then you may wish to start your own business. But if you want to hit the ground running and avoid some of the common start-up pitfalls, then buying an existing business or a successful franchise may be a better option for you.

Starting your own business

Benefits

Complete freedom to design and manage the business according to your vision.

Not bound by anyone else's rules, history or assets.

Opportunity to carve out a new niche in the market.

Can be less expensive than buying a successful business.

Challenges

Can take a while until you are profitable.

There is no guarantee of business success and a high rate of failure for new businesses.

More difficult to get financing because lenders or investors are taking a risk with your idea.

Buying an existing business or franchise

Benefits

Benefit from the work that has already been done on building a brand, developing customer relationships, developing business processes and acquiring assets.

Can start bringing in profits more quickly .

Easier to get financing because the business model is proven.

Challenges

The upfront investment is often higher than if you were starting your own business.

The previous owner and/or franchisor's business model and way of doing business may not be a perfect match with what you envision.

Learn more

If you are considering buying a business, these documents will tell you what to watch out for and help guide you through the process.

- [Buying a business](http://www.canadabusiness.ca/eng/125/140/)
http://www.canadabusiness.ca/eng/125/140/
What you need to know before purchasing an existing business.
- [Franchising](http://www.canadabusiness.ca/eng/guide/2014/)
http://www.canadabusiness.ca/eng/guide/2014/
Learn more about buying a franchise as an option for starting a business.

Developing your business idea

If you decide to start a new business, you will need to spend some time developing your business idea. One of the greatest advantages of being an entrepreneur is being able to work on something that interests you and that you are passionate about. Unfortunately, passion does not always translate into profits.

Research, research, research!

The more information you can gather about the potential demand for your product or service, about your competitors, about the needs and wants of your prospective customers, the more successful you are likely to be. Before starting a business, you need to evaluate your idea and determine what your chances of making a profit from that idea are. This document lists some things that you should consider and provides links to additional information to help you assess your idea.

Is your idea truly original?

You will need to research your idea to see if it is truly original or whether someone else has a similar product or service. Capturing a niche market, i.e. something no one else is doing, may be more profitable than competing with a similar product or service. A business expert or mentor can help you to evaluate or enhance your original business idea.

- [Conducting market research](http://www.canadabusiness.ca/eng/88/1194/)
http://www.canadabusiness.ca/eng/88/1194/
Learn more about market research, how it can improve your business decisions, and how to conduct a market research campaign.

Will people be willing to pay for your product or service?

Great ideas can only translate into a successful business if people are willing to pay for the product or service.

- First, you need to identify who the target market is for your product. Are you planning to sell to young people or seniors? Is your product primarily for women, men or both? Are you going to sell to individuals, other businesses or to the government? What income level would people need to have to be able to afford your product or service?
- Once you know who you are going to sell to, you should consider doing some market research to find out if your target market would be interested in buying your product or service and how much they would be willing to pay for it.
- If your product or service is something people would be interested in, but not willing to pay for, you can consider alternate business models. Some businesses, in particular in the service industries, offer their service for free or at a low price, but are able to make money through other avenues, such as advertising.
- [Who is your customer?](http://www.canadabusiness.ca/eng/guide/1466/)
http://www.canadabusiness.ca/eng/guide/1466/
Before you begin selling something, you need to know who you are selling to.

Will your product or service be able to compete with existing companies?

Once you find out who your customers are, you will need to look at who else is selling similar products and where they are selling them. Will you be competing with a product that has already been marketed? If your idea is a consumer product, check stores and catalogues or visit trade shows to find out what other products are available and what companies market them. You need to determine why customers will buy from you and not from your competitor. Is your product superior or is your price lower than other businesses? The best way to do this is to conduct market research using existing data or by doing your own survey.

How will you distribute your product or service?

To distribute your product or service, you can either start your own company or you can try to convince an existing company to buy your product or idea from you. It may be easier to start your own company than to try to convince

another company to distribute your product or service. Many potential buyers are more willing to deal with a company as a supplier than they are to take on a product or invention from an independent person.

How will you promote your product or service?

An idea or invention is not much use without customers to buy it! Have you considered how the customers will hear about or find your product? Some ways to market your product are:

- on the Internet via a website
- at trade shows and through your trade associations
- advertising in newspapers, on the radio or on television
- distributing brochures

To learn more about effective marketing and promotion techniques, see:

- [Promoting and advertising your business](http://www.canadabusiness.ca/eng/89/899/)

<http://www.canadabusiness.ca/eng/89/899/>

Learn how to use advertising and other promotional techniques effectively.

Do you need intellectual property protection for your idea or invention?

Your idea, invention or product may need to be protected from being copied by others. Find out if the tangible result of your intellectual activity is eligible for intellectual property protection and how to get it.

- [Copyright and Intellectual Property](http://www.canadabusiness.ca/eng/91/)

<http://www.canadabusiness.ca/eng/91/>

Learn about intellectual property (IP), including patents, trade-marks, copyright, industrial design and integrated circuit topographies, and how they can protect your business.

Are there any government restrictions or obligations that could limit your idea?

Before you move ahead with your business idea, you may want to check to see if there are any regulations that may prohibit or limit the sale of your proposed product or service or the operation of your business.

- [Regulations, Licences and Permits](http://www.canadabusiness.ca/eng/126/)

<http://www.canadabusiness.ca/eng/126/>

Learn about regulations, permits and licences that apply to your business.

Choosing a business structure

Now that you have decided on starting your own business, you will have to determine what business structure or form of organization suits your needs. The structure of your business will depend on whether you want to run your business yourself or with a partner or associates. There are four types of business structures: sole proprietorship, partnerships, corporations and cooperatives.

Sole proprietorship

With this type of business organization, you would be fully responsible for all debts and obligations related to your business and all profits would be yours alone to keep. As a sole owner of the business, a creditor can make a claim against your personal or business assets to pay off any debt.

Advantages:

- easy and inexpensive to form a sole proprietorship (you will only need to register your business name provincially, except in Newfoundland and Labrador);
- relatively low cost to start your business
- lowest amount of regulatory burden
- direct control of decision making
- minimal working capital required to start-up
- tax advantages if your business is not doing well, for example, deducting your losses from your personal income, lower tax bracket when profits are low, and so on
- all profits will go to you directly

Disadvantages:

- unlimited liability (if you have business debts, personal assets would be used to pay off the debt)
- income would be taxable at your personal rate and, if your business is profitable, this may put you in a higher tax bracket
- lack of continuity for your business, if you need to be absent
- difficulty raising capital on your own

Partnerships

A partnership would be a good business structure if you want to carry on a business with a partner and you do not wish to incorporate your business. With a partnership, you would combine your financial resources with your partner into the business. You can establish the terms of your business with your partner and protect yourself in case of a disagreement or dissolution by drawing up a specific business agreement. As a partner, you would share in the profits of your business according to the terms of your agreement.

You may also be interested in a limited liability partnership (LLP) in the business. This means that you would not take part in the control or management of the business, but would be liable for debts to a specified extent only. When establishing a partnership, you should have a partnership agreement drawn up with the assistance of a lawyer, to ensure that:

- you are protecting your interests
- that you have clearly established the terms of the partnership with regards to issues like profit sharing, dissolving the partnership, and more
- that you meet the legal requirements for a limited partnership (if applicable)

Advantages:

- easy to start-up a partnership
- start-up costs would be shared equally with you and your partner
- equal share in the management, profits and assets
- tax advantage, if income from the partnership is low or loses money (you and your partner include your share of the partnership in your individual tax return)

Disadvantages:

- similar to sole proprietorship, as there is no legal difference between you and your business
- unlimited liability (if you have business debts, personal assets would be used to pay off the debt)
- hard to find a suitable partner
- possible development of conflict between you and your partner
- you are held financially responsible for business decisions made by your partner (for example, contracts that are broken)

Corporations

Another business structure is to incorporate your business. This can be done at the federal or provincial level. When you incorporate your business, it is considered to be a legal entity that is separate from the owners and shareholders. As a shareholder of a corporation, you will not be personally liable for the debts, obligations or acts of the corporation.

Advantages:

- limited liability
- ownership is transferable
- continuous existence
- separate legal entity
- easier to raise capital
- possible tax advantage as taxes may be lower for an incorporated business

Disadvantages:

- a corporation is closely regulated
- more expensive to incorporate than a partnership or sole proprietorship
- extensive corporate records required, including shareholder and director meetings, and documentation filed annually with the government
- possible conflict between shareholders and directors
- possible problem with residency of directors, if they are in another province or the majority are not Canadian

More information:

To learn more about incorporation, please consult the following information:

- [Guide to Federal Incorporation](http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01914.html)
http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01914.html

Step by step guidelines to help you incorporate your business and set up an appropriate structure.

Provincial or territorial incorporation

- [B.C. Corporate Online](http://www.canadabusiness.ca/eng/summary/2887/)
<http://www.canadabusiness.ca/eng/summary/2887/>
Applies to: British Columbia
This website will guide you through the steps of incorporating your business in B.C. and offers other necessary filings for your corporation.
- [Ontario Business Incorporation](http://www.canadabusiness.ca/eng/summary/2831/)
<http://www.canadabusiness.ca/eng/summary/2831/>
Applies to: Ontario
Incorporate your Ontario business online, in person, or by mail.
- [Incorporation \(Not-for-Profit Corporations\) - Ontario](http://www.canadabusiness.ca/eng/summary/2617/)
<http://www.canadabusiness.ca/eng/summary/2617/>
Applies to: Ontario
You can incorporate your not-for-profit organization provincially with the Government of Ontario.
- [Correcting Errors on Your Ontario Corporation Documents](http://www.canadabusiness.ca/eng/summary/2838/)
<http://www.canadabusiness.ca/eng/summary/2838/>
Applies to: Ontario
You can ask to have errors corrected in documents you have filed for your Ontario corporation.
- [Making Changes to Your Ontario Corporation](http://www.canadabusiness.ca/eng/summary/2618/)
<http://www.canadabusiness.ca/eng/summary/2618/>
Applies to: Ontario
Find out how to make changes to the information about your Ontario corporation, including its name, address and number of directors.
- [Making Changes to Your Ontario Not-for-Profit Corporation](http://www.canadabusiness.ca/eng/summary/2615/)
<http://www.canadabusiness.ca/eng/summary/2615/>
Applies to: Ontario
Find out how to make changes to the information about your Ontario not-for-profit corporation.
- [Reviving Your Ontario Not-for-Profit Corporation](http://www.canadabusiness.ca/eng/summary/2620/)
<http://www.canadabusiness.ca/eng/summary/2620/>
Applies to: Ontario
You can restart your previously cancelled Ontario not-for-profit corporation by filing an Application for Revival.
- [How to Merge Ontario Corporations](http://www.canadabusiness.ca/eng/summary/2619/)
<http://www.canadabusiness.ca/eng/summary/2619/>
Applies to: Ontario
Do you have two or more active Ontario business corporations that you would like to merge?
- [How your Ontario corporation can be cancelled involuntarily](http://www.canadabusiness.ca/eng/summary/2359/)
<http://www.canadabusiness.ca/eng/summary/2359/>
Applies to: Ontario
Your corporation can be cancelled (or dissolved), if it has failed to comply with specific rules and regulations.
- [Corporate Registry \(Alberta\)](http://www.canadabusiness.ca/eng/summary/2920/)
<http://www.canadabusiness.ca/eng/summary/2920/>
Applies to: Alberta
To conduct business in Alberta, register your cooperative, corporation, extra-provincial company, non-profit company, society, trade name and/or partnership.
- [Corporate Registry – Co-operative Associations](http://www.justice.gov.nt.ca/CorporateRegistry/CR_Coop.shtml)
http://www.justice.gov.nt.ca/CorporateRegistry/CR_Coop.shtml
Are you looking to establish and incorporate a co-operative within the Northwest Territories? Find out the rules pertaining to starting your venture and what is needed to remain compliant with the law.
- [Corporate Registry - Business Corporations](http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA.shtml)
http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA.shtml
Are you looking to incorporate your business? Find out how you can register to do business in the Northwest Territories.
- [Registration of a Provincial Corporation](http://www.canadabusiness.ca/eng/summary/2827/)
<http://www.canadabusiness.ca/eng/summary/2827/>

Applies to: New Brunswick

Find out about the rules, procedures and fees for registering a provincial corporation in New Brunswick.

- [Incorporation of a Not-for-Profit Company \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2374/)

<http://www.canadabusiness.ca/eng/summary/2374/>

Applies to: New Brunswick

Find out about the rules, procedures and fees for incorporating a not-for-profit company in New Brunswick.

- [Corporate Registry - Societies](http://www.justice.gov.nt.ca/CorporateRegistry/CR_Societies.shtml)

http://www.justice.gov.nt.ca/CorporateRegistry/CR_Societies.shtml

Are you interested in starting a society or non-profit organization? Find out the benefits of incorporation and what you are required to do from at the territorial and federal levels.

- [Business Corporations – Territorial Corporations \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/3050/)

<http://www.canadabusiness.ca/eng/summary/3050/>

Applies to: Nunavut

Find out the rules and regulations of incorporating your business in Nunavut as a territorial business.

- [Incorporating Your Business in Saskatchewan](https://www.corporations.justice.gov.sk.ca/welcomessl.asp)

<https://www.corporations.justice.gov.sk.ca/welcomessl.asp>

Find out how to incorporate your business in Saskatchewan, including the fees, the forms required and the turn-around time.

- [Registering a Non-Profit Corporation in Saskatchewan](http://www.justice.gov.sk.ca/Forming-a-Non-profit-Corporation)

<http://www.justice.gov.sk.ca/Forming-a-Non-profit-Corporation>

Find out how to register your non-profit corporation in Saskatchewan, including the fees, the forms required and the turn-around time.

- [Companies Office - Business name registration and provincial incorporation \(Manitoba\)](http://www.canadabusiness.ca/eng/summary/2768/)

<http://www.canadabusiness.ca/eng/summary/2768/>

Applies to: Manitoba

How do you register your business, and what do you need to know about provincial incorporation?

- [Registry of Companies \(Newfoundland and Labrador\)](http://www.canadabusiness.ca/eng/summary/2997/)

<http://www.canadabusiness.ca/eng/summary/2997/>

Applies to: Newfoundland and Labrador

In Newfoundland and Labrador, you must register with the Registry of Companies if you decide to incorporate provincially.

- [Business Incorporation \(Nova Scotia\)](http://www.canadabusiness.ca/eng/summary/3847/)

<http://www.canadabusiness.ca/eng/summary/3847/>

Applies to: Nova Scotia

Incorporate your business provincially through the Nova Scotia Registry of Joint Stock Companies.

Cooperatives

The last business structure you could create is a cooperative. With a cooperative, you would have a business that would be owned by an association of members. This is the least common form of business, but can be appropriate in situations where a group of persons or businesses decide to pool their resources to provide access to common needs, such as the delivery of products or services, the sale of products or services, employment, and more.

Advantages:

- owned and controlled by members
- democratic control (one member, one vote)
- limited liability
- profit distribution

Disadvantages:

- possible conflict between members
- longer decision-making process
- participation of members needed for success
- extensive record keeping
- less incentive to invest additional capital

More information

To learn more about cooperatives, please consult the following information:

- [Cooperative Incorporation Kit](http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01402.html)
http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01402.html
Find out what a cooperative is and how to incorporate a cooperative.
- [Co-operative Development Initiative - Advisory Services](http://www.canadabusiness.ca/eng/summary/4112/)
http://www.canadabusiness.ca/eng/summary/4112/
Applies to: All of Canada
Find out how you can get help to establish or manage your co-operative.
- [Setting-Up a Cooperative](http://www.mdeie.gouv.qc.ca/index.php?id=2208) (only available in French)
http://www.mdeie.gouv.qc.ca/index.php?id=2208
Do you want to create or start a cooperative? If so, this site provides useful information about starting a cooperative.

Naming your business

Choose the name for your business carefully. It will precede you wherever you go!

What's in a name?

The right name can be an effective advertising tool that can help your customers understand what your business does and the market you are targeting. The wrong name can confuse or drive away customers.

Some things to think about:

- A short name is easier to remember.
- Naming a company with your own name does not tell prospective customers what you do. Consider choosing a name that will help people understand what your company sells.
- Choose a name that will fit the image you want to project. You will want your name to connect with your customers and create an image they will know and trust.
- Try not to use abbreviations (for example, ABC Company) for a small business unless you have the marketing budget to make this name memorable.
- Make your name distinctive enough to separate you from your competition.
- Choose a name that is not already in existence. Many names are protected under trademark protection or as federally incorporated companies.

Learn more about your business name, including protecting your name and choosing a name for a corporation.

- [Choosing a name](http://corporations.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs01191.html)
http://corporations.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs01191.html
Things to consider when selecting a name for your corporation.
- [NUANS Name Search](http://www.canadabusiness.ca/eng/summary/1275/)
http://www.canadabusiness.ca/eng/summary/1275/
Applies to: All of Canada
Compare your proposed business name with the names of existing businesses to see if it is unique.
- [What's in a name? Using trade-marks as a business tool](http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr00058.html)
http://www.cipo.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr00058.html
Find out how to protect your business name.
- [Search a Business Name](http://www.ontario.ca/en/services_for_business/STEL02_039975)
http://www.ontario.ca/en/services_for_business/STEL02_039975
Use the Enhanced Business Name Search to see if a business name has been registered with the Ontario government.
- [How to Register your Business Name \(Ontario\)](http://www.canadabusiness.ca/eng/summary/2067/)
http://www.canadabusiness.ca/eng/summary/2067/
Applies to: Ontario
Need to register your business name? A business name registration can be done online, in-person or by mail through ServiceOntario.
- [Corporate Registry \(Alberta\)](http://www.canadabusiness.ca/eng/summary/2920/)
http://www.canadabusiness.ca/eng/summary/2920/
Applies to: Alberta
To conduct business in Alberta, register your cooperative, corporation, extra-provincial company, non-profit company, society, trade name and/or partnership.

Your business name and your Web domain name

So you've done some thinking about your business name, polled some friends and prospective customers, and come up with a great name. Before you register your company under this name, don't forget to think about your online presence.

- If someone else already owns the rights to the Web domain for the name you've selected, you may end up sending a lot of business their way or making it difficult for customers to find you. You may wish to choose a different business name, if the domain is already taken.
- If your business name is very long, you might want to think about having a shortened version of it for your domain name, so that people don't need to type in a very long URL to get to your website.
- Think about whether you want to register your domain as a .ca (dot ca), .com (dot com), or other extension.
- You may want to have multiple domain names, for example, one dot ca and one dot com, one with the long version of your company name and one with an acronym, domains for specific business lines or tag lines that you use, and so on.
- Avoid choosing a domain that is a trademark owned by someone else.
- Pay attention to what a new customer might see in your domain name. Do the letters make any unintended words?

Have a domain name in mind? Learn more about domain names, check the availability of your chosen domain and find out how to register it.

- [Domain names](http://www.ic.gc.ca/eic/site/dir-ect.nsf/eng/h_uw00337.html)
http://www.ic.gc.ca/eic/site/dir-ect.nsf/eng/h_uw00337.html
Learn the basics about how website domain names work.
- [Canadian Internet Registration Authority](http://www.cira.ca/home-en/?lang=en)
<http://www.cira.ca/home-en/?lang=en>
Find out how to register for a dot-ca domain name.

Writing your business plan

A business plan is a written presentation of your business idea and it contains all of the steps you will take to start the business and develop it in the future.

What can a business plan do for me?

The process of writing a business plan can be a real eye-opener and is a critical step in establishing your business.

The business plan has several purposes:

- It is a personal road map of what you need to do and how you will do it.
- It forces you to consider the key issues of importance when starting a business and helps ensure that you don't miss something important.
- It requires you to make financial projections, including documenting the many expenses involved in opening your business, the projected sales and monthly expenses of actual operation, and the volume of business you will need to generate to meet your obligations.
- It shows lenders, suppliers, investors and anyone else involved in your business that you have a plan to succeed.

Most businesses fail because of poor planning. Don't let that be you!

How do I write a business plan?

There is no single business plan that works for everyone. Your business is unique and will require its own specialized plan. These resources will help you understand how a business plan is structured and think about the information that you need to include. But they will not plan your business for you - that is up to you!

- [Business planning frequently asked questions](http://www.canadabusiness.ca/eng/86/4879/)
<http://www.canadabusiness.ca/eng/86/4879/>
Find the answers to questions often asked about preparing a business plan.
- [Business plans - templates and samples](http://www.canadabusiness.ca/eng/86/4878/)
<http://www.canadabusiness.ca/eng/86/4878/>
The organizations listed here provide free templates, writing guides and sample plans to help you develop a professional business plan.

Choosing and setting up a location

There are a number of things to consider when deciding where to locate your business and how to arrange your office, store or facility. For some businesses, the decision may even be to operate the business entirely online as an e-business. This information will help guide your thoughts.

- [Store Location](http://www.canadabusiness.ca/eng/guide/2149/)
<http://www.canadabusiness.ca/eng/guide/2149/>
Learn about the factors you should consider when deciding where to set up shop.
- [Choosing a Commercial Building](http://www.bdc.ca/en/advice_centre/articles/Pages/acquisition_building_criteria.aspx)
http://www.bdc.ca/en/advice_centre/articles/Pages/acquisition_building_criteria.aspx
Find out how to choose the right commercial building for your business.
- [Home-Based Business](http://www.canadabusiness.ca/eng/guide/2031/)
<http://www.canadabusiness.ca/eng/guide/2031/>
Working from home is one of the most economical ways to start your own business. Find out more about starting a home-based business.
- [E-business](http://www.canadabusiness.ca/eng/145/148/)
<http://www.canadabusiness.ca/eng/145/148/>
E-business is about using Internet technologies to provide superior customer service, streamline business processes, increase sales, and reduce costs.
- [Making Your Business Accessible for People with Disabilities in Ontario](http://www.mcsc.gov.on.ca/mcsc/english/pillars/accessibilityOntario)
<http://www.mcsc.gov.on.ca/mcsc/english/pillars/accessibilityOntario>
Every business and organization operating in Ontario that provides goods or services to the public or other organizations and has at least one employee has to comply with the Customer Service Standard under the Accessibility for Ontarians with Disabilities Act. Public sector organizations must comply by January 1, 2010. All other obligated organizations have until January 1, 2012.
- [VISTA \(Value-Added Incubator Services Throughout Alberta\)](http://www.canadabusiness.ca/eng/summary/3627/)
<http://www.canadabusiness.ca/eng/summary/3627/>
Applies to: Alberta
Discover how a business incubator can help you start and grow your Alberta business, and help your rural community thrive.

Registering your business

As a prospective entrepreneur or new business owner, you are certainly aware of the importance of spreading the word about your new company. In addition to informing potential customers about your business, you must let the government know about your plans.

You may need to register with several different levels of government for many different reasons. This document provides an overview of the key registration requirements that may apply to your business.

Before registering

Before registering your business, you must think about what form of business you want to start and what you want to call your business.

- [Business structures](http://www.canadabusiness.ca/eng/87/183/906/)
<http://www.canadabusiness.ca/eng/87/183/906/>
Find out which type of business structure is right for your business.
- [Naming your business](http://www.canadabusiness.ca/eng/guide/1280/)
<http://www.canadabusiness.ca/eng/guide/1280/>
Choose the right name for your business. Your business name should be unique and easy to remember, and should describe the products and services you provide.

Business Number

- [Business Number \(BN\)](http://www.canadabusiness.ca/eng/summary/1208/)
<http://www.canadabusiness.ca/eng/summary/1208/>
Applies to: All of Canada
Your Business Number is your single account number for dealing with the federal government regarding taxes, payroll, import/export and other activities.
- [NEQ - Quebec Enterprise Number](http://www.registreentreprises.gouv.qc.ca/en/a_propos/nej/default.aspx)
http://www.registreentreprises.gouv.qc.ca/en/a_propos/nej/default.aspx
The NEQ is the number assigned to your business to simplify and expedite your dealings with the various Government of Quebec departments and agencies.

Provincial and territorial business registration

Most provincial and territorial governments require that you register your business with them.

- [Access Nova Scotia](http://www.canadabusiness.ca/eng/summary/3215/)
<http://www.canadabusiness.ca/eng/summary/3215/>
Applies to: Nova Scotia
Find out how to register your business, obtain required permits and licences, and get information on provincial government business programs and services.
- [Registry of Joint Stock Companies \(Nova Scotia\)](http://www.canadabusiness.ca/eng/summary/2072/)
<http://www.canadabusiness.ca/eng/summary/2072/>
Applies to: Nova Scotia
Register your business or research existing corporations and partnerships.
- [Formation of a Limited Partnership \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2060/)
<http://www.canadabusiness.ca/eng/summary/2060/>
Applies to: New Brunswick
Find out about the rules, procedures and fees to form a limited partnership in New Brunswick.
- [Registration of an Extra-Provincial Corporation \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2058/)
<http://www.canadabusiness.ca/eng/summary/2058/>
Applies to: New Brunswick
Find out about the rules, procedures and fees for registering an extra-provincial corporation in New Brunswick.
- [Registration/Declaration of an Extra-Provincial Limited Partnership \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2234/)
<http://www.canadabusiness.ca/eng/summary/2234/>
Applies to: New Brunswick
Find out about the rules, procedures and fees to file a declaration for an extra-provincial limited partnership.
- [Registration of Private Occupational Training Organizations \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2825/)
<http://www.canadabusiness.ca/eng/summary/2825/>
Applies to: New Brunswick
Find out how to register a private occupational training organization in New Brunswick.
- [Corporate Services - Business Name Registration \(Prince Edward Island\)](http://www.canadabusiness.ca/eng/summary/3389/)
<http://www.canadabusiness.ca/eng/summary/3389/>
Applies to: Prince Edward Island
Registering your business name in Prince Edward Island prevents other organizations from using the same business name.
- [How to Register your Business Name \(Ontario\)](http://www.canadabusiness.ca/eng/summary/2067/)
<http://www.canadabusiness.ca/eng/summary/2067/>
Applies to: Ontario
Need to register your business name? A business name registration can be done online, in-person or by mail through ServiceOntario.
- [Extra-Provincial Corporation from Outside of Canada \(Ontario\)](http://www.canadabusiness.ca/eng/summary/2616/)
<http://www.canadabusiness.ca/eng/summary/2616/>
Applies to: Ontario
If your corporation is not Canadian and you would like to do business in Ontario, you will need an Extra-Provincial Licence.
- [Domestic Extra-Provincial Corporations Operating in Ontario](http://www.canadabusiness.ca/eng/summary/2614/)
<http://www.canadabusiness.ca/eng/summary/2614/>
Applies to: Ontario
If your business is incorporated federally or in another Canadian province/territory, you need to let the Ontario government know when you start doing business there.
- [Extra-Provincial Business Name Registration](http://www.canadabusiness.ca/eng/summary/3385/)
<http://www.canadabusiness.ca/eng/summary/3385/>
Applies to: Prince Edward Island
If you are looking at doing business in Prince Edward Island, but are incorporated elsewhere, you must register as an extra-provincial corporation in order to do business.
- [Companies Office - Business name registration and provincial incorporation \(Manitoba\)](http://www.canadabusiness.ca/eng/summary/2768/)
<http://www.canadabusiness.ca/eng/summary/2768/>
Applies to: Manitoba
How do you register your business, and what do you need to know about provincial incorporation?

- [Registering Your Business in Saskatchewan](http://www.canadabusiness.ca/eng/summary/2716/)
http://www.canadabusiness.ca/eng/summary/2716/
Applies to: Saskatchewan
Find out how to register your new corporation, sole proprietorship, partnership, extra-provincial corporation, co-operative or non-profit organization.
- [Registering A Sole Proprietorship or Partnership in Saskatchewan](http://www.justice.gov.sk.ca/Forming-a-sole-proprietorship-or-partnership)
http://www.justice.gov.sk.ca/Forming-a-sole-proprietorship-or-partnership
Find out how to register your business name as a sole proprietorship or partnership in Saskatchewan, including the fees, the forms required and the turn-around time.
- [Co-operative Development in Saskatchewan](http://www.enterprisesaskatchewan.ca/aboutcoops)
http://www.enterprisesaskatchewan.ca/aboutcoops
Find out what a co-operative is and how to register a co-operative in Saskatchewan.
- [Registering a Co-operative in Saskatchewan](http://www.justice.gov.sk.ca/Forming-a-Co-operative)
http://www.justice.gov.sk.ca/Forming-a-Co-operative
Find out how to register a co-operative in Saskatchewan, including information on fees and required forms.
- [Corporate Registry \(Alberta\)](http://www.canadabusiness.ca/eng/summary/2920/)
http://www.canadabusiness.ca/eng/summary/2920/
Applies to: Alberta
To conduct business in Alberta, register your cooperative, corporation, extra-provincial company, non-profit company, society, trade name and/or partnership.
- [BC Business Registry](http://www.canadabusiness.ca/eng/summary/2962/)
http://www.canadabusiness.ca/eng/summary/2962/
Applies to: British Columbia
This website will guide you through the steps of registering your sole proprietorship or general partnership business in BC.
- [Legal Registries \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/2665/)
http://www.canadabusiness.ca/eng/summary/2665/
Applies to: Nunavut
Find out how you can search for businesses or register your business in Nunavut.
- [Business Corporations - Extra Territorial Companies \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/3060/)
http://www.canadabusiness.ca/eng/summary/3060/
Applies to: Nunavut
Find out how to register your corporation in Nunavut as an extra-territorial business.
- [Partnerships and Business Names \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/3063/)
http://www.canadabusiness.ca/eng/summary/3063/
Applies to: Nunavut
Find out if you need to register your business name or partnership in Nunavut.
- [Societies \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/3061/)
http://www.canadabusiness.ca/eng/summary/3061/
Applies to: Nunavut
Find out the advantages of incorporating your non-profit society in Nunavut.
- [Corporate Registry - Business Corporations - Extra-Territorial Registration \(Northwest Territories\)](http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA_ETReg.shtml)
http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA_ETReg.shtml
Are you currently operating a corporation outside the Northwest Territories and interested in expanding your company into the Northwest Territories? Find out the requirements to register your business in the territory.
- [Cooperatives Act \(Quebec\)](http://www.mdeie.gouv.qc.ca/index.php?id=2217) (only available in French)
http://www.mdeie.gouv.qc.ca/index.php?id=2217
Learn about the Cooperatives Act and regulations that govern non-financial cooperatives.
- [Enterprise Registrar](http://www.registreentreprises.gouv.qc.ca/en/a_propos/registre/default.aspx)
http://www.registreentreprises.gouv.qc.ca/en/a_propos/registre/default.aspx
If you have a business operating in Quebec, you must register with the enterprise register and declare your organization's legal form.
- [Creating a Non-Profit Corporation or Organization](http://www.registreentreprises.gouv.qc.ca/en/demarrer/constituer_pmsbl/default.aspx)
http://www.registreentreprises.gouv.qc.ca/en/demarrer/constituer_pmsbl/default.aspx
Learn the major steps for establishing a non-profit corporation or organization in Quebec.
- [Registration of a Charitable Organization](http://www.revenu.gouv.qc.ca/en/entreprise/impot/organismes/default.aspx)
http://www.revenu.gouv.qc.ca/en/entreprise/impot/organismes/default.aspx

Find all the information you need to register a charity in Quebec.

- [Setting-Up a Cooperative](#) (only available in French)
<http://www.mdeie.gouv.qc.ca/index.php?id=2208>
Do you want to create or start a cooperative? If so, this site provides useful information about starting a cooperative.

Incorporation

If you decide to incorporate your business, you can incorporate federally or provincially.

Federal incorporation is generally a bit more expensive than provincial incorporation, but it allows you to do business under the same name in all provinces and territories (you may still need to register your business in individual provinces though). If you do plan to do business in more than one province now or in the future, you should strongly consider incorporating federally. Before doing so, you need to complete a NUANS name search.

- [NUANS Name Search](#)
<http://www.canadabusiness.ca/eng/summary/1275/>
Applies to: All of Canada
Compare your proposed business name with the names of existing businesses to see if it is unique.

Federal incorporation

- [Federal Business Incorporation](#)
<http://www.canadabusiness.ca/eng/summary/1276/>
Applies to: All of Canada
Access convenient online or paper methods of incorporating your business federally.
- [Guide to Federal Incorporation](#)
http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01914.html
Step by step guidelines to help you incorporate your business and set up an appropriate structure.
- [Cooperative Incorporation Kit](#)
http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs01402.html
Find out what a cooperative is and how to incorporate a cooperative.

Provincial or territorial incorporation

- [B.C. Corporate Online](#)
<http://www.canadabusiness.ca/eng/summary/2887/>
Applies to: British Columbia
This website will guide you through the steps of incorporating your business in B.C. and offers other necessary filings for your corporation.
- [Ontario Business Incorporation](#)
<http://www.canadabusiness.ca/eng/summary/2831/>
Applies to: Ontario
Incorporate your Ontario business online, in person, or by mail.
- [Incorporation \(Not-for-Profit Corporations\) - Ontario](#)
<http://www.canadabusiness.ca/eng/summary/2617/>
Applies to: Ontario
You can incorporate your not-for-profit organization provincially with the Government of Ontario.
- [Correcting Errors on Your Ontario Corporation Documents](#)
<http://www.canadabusiness.ca/eng/summary/2838/>
Applies to: Ontario
You can ask to have errors corrected in documents you have filed for your Ontario corporation.
- [Making Changes to Your Ontario Corporation](#)
<http://www.canadabusiness.ca/eng/summary/2618/>
Applies to: Ontario
Find out how to make changes to the information about your Ontario corporation, including its name, address and number of directors.
- [Making Changes to Your Ontario Not-for-Profit Corporation](#)
<http://www.canadabusiness.ca/eng/summary/2615/>
Applies to: Ontario
Find out how to make changes to the information about your Ontario not-for-profit corporation.
- [Reviving Your Ontario Not-for-Profit Corporation](#)
<http://www.canadabusiness.ca/eng/summary/2620/>

Applies to: Ontario

You can restart your previously cancelled Ontario not-for-profit corporation by filing an Application for Revival.

- [How to Merge Ontario Corporations](http://www.canadabusiness.ca/eng/summary/2619/)

<http://www.canadabusiness.ca/eng/summary/2619/>

Applies to: Ontario

Do you have two or more active Ontario business corporations that you would like to merge?

- [How your Ontario corporation can be cancelled involuntarily](http://www.canadabusiness.ca/eng/summary/2359/)

<http://www.canadabusiness.ca/eng/summary/2359/>

Applies to: Ontario

Your corporation can be cancelled (or dissolved), if it has failed to comply with specific rules and regulations.

- [Corporate Registry \(Alberta\)](http://www.canadabusiness.ca/eng/summary/2920/)

<http://www.canadabusiness.ca/eng/summary/2920/>

Applies to: Alberta

To conduct business in Alberta, register your cooperative, corporation, extra-provincial company, non-profit company, society, trade name and/or partnership.

- [Corporate Registry – Co-operative Associations](http://www.justice.gov.nt.ca/CorporateRegistry/CR_Coop.shtml)

http://www.justice.gov.nt.ca/CorporateRegistry/CR_Coop.shtml

Are you looking to establish and incorporate a co-operative within the Northwest Territories? Find out the rules pertaining to starting your venture and what is needed to remain compliant with the law.

- [Corporate Registry - Business Corporations](http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA.shtml)

http://www.justice.gov.nt.ca/CorporateRegistry/CR_BCA.shtml

Are you looking to incorporate your business? Find out how you can register to do business in the Northwest Territories.

- [Registration of a Provincial Corporation](http://www.canadabusiness.ca/eng/summary/2827/)

<http://www.canadabusiness.ca/eng/summary/2827/>

Applies to: New Brunswick

Find out about the rules, procedures and fees for registering a provincial corporation in New Brunswick.

- [Incorporation of a Not-for-Profit Company \(New Brunswick\)](http://www.canadabusiness.ca/eng/summary/2374/)

<http://www.canadabusiness.ca/eng/summary/2374/>

Applies to: New Brunswick

Find out about the rules, procedures and fees for incorporating a not-for-profit company in New Brunswick.

- [Corporate Registry - Societies](http://www.justice.gov.nt.ca/CorporateRegistry/CR_Societies.shtml)

http://www.justice.gov.nt.ca/CorporateRegistry/CR_Societies.shtml

Are you interested in starting a society or non-profit organization? Find out the benefits of incorporation and what you are required to do from at the territorial and federal levels.

- [Business Corporations – Territorial Corporations \(Nunavut\)](http://www.canadabusiness.ca/eng/summary/3050/)

<http://www.canadabusiness.ca/eng/summary/3050/>

Applies to: Nunavut

Find out the rules and regulations of incorporating your business in Nunavut as a territorial business.

- [Incorporating Your Business in Saskatchewan](https://www.corporations.justice.gov.sk.ca/welcomessl.asp)

<https://www.corporations.justice.gov.sk.ca/welcomessl.asp>

Find out how to incorporate your business in Saskatchewan, including the fees, the forms required and the turn-around time.

- [Registering a Non-Profit Corporation in Saskatchewan](http://www.justice.gov.sk.ca/Forming-a-Non-profit-Corporation)

<http://www.justice.gov.sk.ca/Forming-a-Non-profit-Corporation>

Find out how to register your non-profit corporation in Saskatchewan, including the fees, the forms required and the turn-around time.

- [Companies Office - Business name registration and provincial incorporation \(Manitoba\)](http://www.canadabusiness.ca/eng/summary/2768/)

<http://www.canadabusiness.ca/eng/summary/2768/>

Applies to: Manitoba

How do you register your business, and what do you need to know about provincial incorporation?

- [Registry of Companies \(Newfoundland and Labrador\)](http://www.canadabusiness.ca/eng/summary/2997/)

<http://www.canadabusiness.ca/eng/summary/2997/>

Applies to: Newfoundland and Labrador

In Newfoundland and Labrador, you must register with the Registry of Companies if you decide to incorporate provincially.

- [Business Incorporation \(Nova Scotia\)](http://www.canadabusiness.ca/eng/summary/3847/)
<http://www.canadabusiness.ca/eng/summary/3847/>
Applies to: Nova Scotia
 Incorporate your business provincially through the Nova Scotia Registry of Joint Stock Companies.

Permits and licences

You may also require specific permits and licences from the federal, provincial or municipal government, depending on your location, industry sector and specific activities that you plan to conduct. Use our permits and licences search to find out which permits and licences might apply to your business.

- [Permits and licences](http://www.canadabusiness.ca/eng/126/155/)
<http://www.canadabusiness.ca/eng/126/155/>
 Find out what permits and licences your business may need from the federal, provincial and municipal governments using our search tool.

Setting up your payroll and tax accounts

The type of business structure you choose has a big impact on the way you report your income and pay taxes. For example, as a sole proprietor, you would report your income on your personal tax return, whereas corporations have to submit a corporate tax return.

This information will help you figure out which tax accounts you need and how to report and file your income and taxes.

- [Employer Payroll Responsibilities](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html)
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html>
 Important information on deducting Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums and income tax from income your employees pay, and reporting them to the Canada Revenue Agency.
- [Tax Information for Business](http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html)
<http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html>
 Access Canada Revenue Agency's Business section to browse tax-related information for your business.
- [Guide for Canadian Small Businesses](http://www.cra-arc.gc.ca/E/pub/tg/rc4070/README.html)
<http://www.cra-arc.gc.ca/E/pub/tg/rc4070/README.html>
 Learn about the different forms of taxation and find out how to keep records, submit reports and payments for GST/HST, excise taxes, income taxes, payroll deductions, and more.
- [E-Services for Business](http://www.canadabusiness.ca/eng/summary/2281/)
<http://www.canadabusiness.ca/eng/summary/2281/>
Applies to: All of Canada
 You can save time and paper by using electronic services to handle tax filing and remittance. Register now!
- [Tax Events and Seminars](http://www.canadabusiness.ca/eng/summary/2283/)
<http://www.canadabusiness.ca/eng/summary/2283/>
Applies to: All of Canada
 Learn how to manage your business taxes at a tax seminar in your area.
- [Business Number \(BN\)](http://www.canadabusiness.ca/eng/summary/1208/)
<http://www.canadabusiness.ca/eng/summary/1208/>
Applies to: All of Canada
 Your Business Number is your single account number for dealing with the federal government regarding taxes, payroll, import/export and other activities.
- [Starting a Business: Choosing a Year-End](http://www.canadaone.com/ezone/dec99/year-end.html)
<http://www.canadaone.com/ezone/dec99/year-end.html>
 Are you confused about choosing a year-end for your business? Find out how you can reduce or defer taxes according to your business structure.
- [Alberta Tax and Revenue Administration](http://www.canadabusiness.ca/eng/summary/4540/)
<http://www.canadabusiness.ca/eng/summary/4540/>
Applies to: Alberta
 Find out about your responsibilities with regard to Alberta taxes. Alberta Tax and Revenue Administration handles tax and revenue collection and administration for the Province of Alberta.

Financing your business

Entrepreneurs often report that getting financing is the most challenging aspect of starting a business. There are both government and private sector sources of financing that you can tap into to get your business off the ground.

- [Personal Assets](http://www.canadabusiness.ca/eng/guide/1173/)
<http://www.canadabusiness.ca/eng/guide/1173/>
Most new entrepreneurs will use some of their own assets to get the business off the ground.

Government Financing

The government provides financing to help entrepreneurs like you start a business. Some of this financing is targeted to specific demographic groups or industry sectors and some is more widely available. The financing includes grants and contributions (which usually don't have to be repaid) and loans and loan guarantees (which generally do have to be repaid).

- [Government grants and financing](http://www.canadabusiness.ca/eng/82/149/)
<http://www.canadabusiness.ca/eng/82/149/>
Find out about government grants, loans or other financing available for your business.

Private Sector Financing

You can also turn to the private sector for financing for your business. You can look to Canada's major financial institutions, such as banks, credit unions and cooperatives. Depending on the type of business you want to start, you might also be able to secure venture capital or financing from angel investors.

- [Private Sector Financing](http://www.canadabusiness.ca/eng/guide/1167/)
<http://www.canadabusiness.ca/eng/guide/1167/>
Your business may be eligible for a wide variety of different types of private sector financing, including debt and equity.

Obtaining licences and permits

Your business may need numerous licences and permits from different levels of government. Use this permits and licences search to find out which ones may apply to your business.

Please note that not all provinces and municipalities are providing information for the search and not all industry sectors are included. Also, your business may need to comply with regulations or other obligations that do not involve permits and licences.

- [Permits and licences](http://www.canadabusiness.ca/eng/126/155/)
<http://www.canadabusiness.ca/eng/126/155/>
Find out what permits and licences your business may need from the federal, provincial and municipal governments using our search tool.

More information on regulations

For more information, see:

- [Regulations for specific business activities](http://www.canadabusiness.ca/eng/126/156/)
<http://www.canadabusiness.ca/eng/126/156/>
Learn what regulations apply to key business activities, such as importing, exporting, marketing, managing employees, transporting goods, and more.
- [Key regulated sectors](http://www.canadabusiness.ca/eng/126/157/)
<http://www.canadabusiness.ca/eng/126/157/>
Find out how certain industry sectors are regulated and what some of the key business obligations are in those sectors.

Hiring employees

Your people can be your biggest asset. But managing employees can also be one of the most complex things that a small business owner has to do. From finding the right person to managing payroll to keeping people motivated and more, there are many things for you to consider. These resources will help you get started.

- [Job Bank](http://www.canadabusiness.ca/eng/summary/1472/)
<http://www.canadabusiness.ca/eng/summary/1472/>
Applies to: All of Canada
Advertise and manage your job openings free of charge, at your own convenience, and find qualified job candidates through the tool Job Match for Employers.
- [Wage Subsidies](http://www.canadabusiness.ca/eng/guide/1137/)
<http://www.canadabusiness.ca/eng/guide/1137/>

Are high wage expectations making you reluctant to put up that Help Wanted sign? A wage subsidy program can put the perfect employee within your reach.

- [Managing and training staff](#)
<http://www.canadabusiness.ca/eng/85/180/>
Being the boss is not easy. Discover how to effectively manage and train your employees.

Getting the word out

If you build it, will they come? Not unless you tell them about it! Once you are ready to launch your new business, you need to get the word out to prospective customers. This involves marketing your business. To be a smart marketer, you must understand your customers and find a way to sell the benefits of your product or service to them.

- [What is marketing?](#)
<http://www.canadabusiness.ca/eng/guide/1467/>
Marketing is about determining the value of your product or service and communicating that information to customers. Check out our guide to learn more about marketing.
- [Developing a Marketing Plan](#)
<http://www.canadabusiness.ca/eng/guide/2533/>
Your marketing plan is an essential part of your overall business plan. Find out what to include in your plan and how to develop each section.
- [Promoting and advertising your business](#)
<http://www.canadabusiness.ca/eng/89/899/>
Learn how to use advertising and other promotional techniques effectively.

Protecting your interests

Starting a business is a risky venture, but some of the risks can be easily mitigated by taking a few key actions to safeguard your business. Read about some of the risks and threats facing your business and find out how to protect your interests.

- [Legal issues for small business](#)
<http://www.canadabusiness.ca/eng/guide/2277/>
Do you really need a lawyer when you start your small business? Find out why legal counsel is essential for any business.
- [About intellectual property](#)
<http://www.canadabusiness.ca/eng/91/883/>
Learn why intellectual property is important to business and how to apply it to your ideas, creations and inventions.
- [Security and Fraud](#)
<http://www.canadabusiness.ca/eng/87/188/909/>
Do you use the Internet to conduct business transactions? While the Internet has become a vital operational tool for most businesses, online transactions are not without risk. Discover how you can protect your business from security breaches.
- [Risk management](#)
<http://www.canadabusiness.ca/eng/87/188/910/>
As a business owner, you need to expect the unexpected. How do you create an effective strategy to handle and minimize risk? Our resources can help you.
- [Privacy and your business](#)
<http://www.canadabusiness.ca/eng/guide/2338/>
If you collect, use or disclose personal information about individuals, you need to understand your privacy obligations and find out how to implement appropriate privacy policies and procedures.

Accessing additional resources

The important thing to remember when planning your business is that you are not alone. There are many resources, formal and informal, that you can take advantage of.

Contact Canada Business

For more information, you can call, visit or e-mail the Canada Business Service Centres and regional partner offices. Our business information officers are prepared to provide assistance with your business questions and can direct you to relevant information in our extensive collection of business-related publications, directories and electronic databases.

- [Contact Canada Business](http://www.canadabusiness.ca/eng/page/contact/)
<http://www.canadabusiness.ca/eng/page/contact/>

Business Development Organizations

There are numerous business development organizations that may be able to help you get your business off the ground.

- [Networking, coaching and business counselling services](http://www.canadabusiness.ca/eng/87/921/)
<http://www.canadabusiness.ca/eng/87/921/>
You don't become an expert business manager overnight. Seeking the advice of peers, professional business counsellors and coaches can help your transition from new business owner to experienced entrepreneur.

Business advisors

You may also wish to get help from professional advisors such as lawyers, accountants, and business consultants. Consult our directories of Canadian companies to find ones located near you.

- [Accredited Professionals](http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00006.html)
http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00006.html
Do you need professional help for your business? Access this online database of accredited professionals. It includes accountants, legal professionals, business valuers and auditors. The entries are listed by province or territory.
- [Business Consultants](http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00007.html)
http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00007.html
Access this online directory to find business development organizations and business consultants, including specialists in the areas of exporting, financial services, human resources management, marketing, and more.