

# Business Registry Quick Guide: Registering a General Partnership

## Step: Log into BC Registry application and open the Business Registry

Log into your BC Registry account: <https://www.bcregistry.gov.bc.ca/>

*Note: you must have an approved Name Request to register a General Partnership*

Open the Business Registry

The screenshot displays the BC Registries Dashboard. At the top, there is a dark blue header with the British Columbia logo, the text 'BC Registries and Online Services', a 'Notifications' dropdown, and a user profile for 'KENDRA SAUNDERS MNO Services Ltd'. Below the header is a breadcrumb trail 'BC Registries Dashboard'. The main content area is titled 'BC Registries Dashboard' and includes the subtitle 'Access to your BC Registries account product and services'. Under the heading 'My Products and Services (3)', there is a card for 'My Business Registry'. This card features an illustration of three people in a meeting, the title 'My Business Registry', a description: 'Register or incorporate a business, manage name requests and keep business records up to date.', and a blue 'Open >' button. A blue arrow points from the text 'Open the Business Registry' to this button. To the right of the 'My Business Registry' card, there is a section titled 'Add Product and Services' with the text: 'To request access to additional products and services, contact the account Administrator of your BC Registries account.' Below that, there is a section titled 'Help with How to Use BC Registries Products and Services'.

## Step: Use an approved Name Request to register the business

Use an approved Name Request that is already in your dashboard **OR** add an existing Name Request to dashboard

Open the Name Request application to request a new BC Business Name

BC Registries Dashboard > My Business Registry

### My Business Registry

Start B.C. based businesses and keep business records up to date.

[+ Add an Existing Business or Name Request](#) [+ Incorporate a Numbered Benefit Company](#) [Columns to Show](#)

**My List (17)**

Business Name	Number	Type	Status	Actions
<span>✗</span> WEST COAST COFFEE ROASTERS <span>✓</span> COASTAL COFFEE ROASTERS OCEANSIDE COFFEE ROASTERS	NR 7399172	<b>Name Request</b> BC General Partnership	Approved	<a href="#">Open</a> <a href="#">Use this Name Request Now</a> <a href="#">Remove From Table</a>
GRIERS GREEN LAWNs	FM1007044	<b>BC Sole Proprietorship</b>	Active	

Click on the arrow to open menu and click on "Use this Name Request Now"

## Step: Register using this name request

Days to approved name expiry

Click to register business using this Name Request

The screenshot displays the BC Registries Dashboard for a business named 'COASTAL COFFEE ROASTERS'. The breadcrumb navigation at the top reads: 'BC Registries Dashboard > My Business Registry > COASTAL COFFEE ROASTERS'. The main header area shows the business name 'COASTAL COFFEE ROASTERS' and 'BC General Partnership Registration' on the left, and the 'Name Request Number: NR 7399172' on the right. Below the header, there are three main sections: 'To Do (1)', 'Recent Filing History (0)', and a right-hand sidebar. The 'To Do (1)' section contains a card for 'BC General Partnership Registration' with the status 'NR APPROVED - Expires in 56 days' and a 'View Details' link. A blue button labeled 'Register using this NR' is positioned to the right of this card. The 'Recent Filing History (0)' section is currently empty, displaying the text 'Complete your filing to display'. The right-hand sidebar contains sections for 'Business Addresses' (with a 'Change' link) and 'Partners' (with a 'Change' link). Under 'Business Addresses', there are two entries: 'Delivery Address' and 'Mailing Address', both with the instruction 'Complete your filing to display'. The 'Partners' section also displays 'Complete your filing to display'.

# Step: Define Your Business

Three steps to complete registration; can be completed out of order by clicking on a step

Check this box to acknowledge that a General Partnership cannot be changed into a Sole Proprietorship

**COASTAL COFFEE ROASTERS**  
BC General Partnership

Name Request: NR 7399172

## Registration

Define Your Business

Add People and Roles

Review and Confirm

Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

### 1. Name

**Name Request** NR 7399172 - COASTAL COFFEE ROASTERS

**Entity Type:** BC General Partnership  
**Request Type:** New Business  
**Expiry Date:** Nov 14, 2022  
**Status:** Approved

**Name Request Applicant** Name: KENDRA SAUNDERS  
Address: 1175 Douglas St, Victoria, BC, V8W 2E1, Canada  
Email: magdalena.szymanski@gov.bc.ca  
Phone: 2501234567

**Business Type** General Partnership  
 I acknowledge that a General Partnership cannot be changed into a Sole Proprietorship (including DBA). If this is necessary, a new Name Request Number and Statement of Registration (along with associated fees) will be required.

**Nature of Business** Enter one or more keywords that describe the primary nature of your business or enter the six-digit NAICS code. Learn more by visiting the [Statistics Canada website](#).

Keywords or Six-Digit NAICS

Example: landscaping, grocery, automotive repair, etc.

**Business Number** If you have an existing business number, enter it below and we will contact Canada Revenue Agency and ask them to link it to this registration.

[Help with Business Number](#)

Business Number (Optional)

First 9 digits of the CRA Business Number

Fee summary is visible on every step of the registration

Type in keywords or NAICS code to describe the nature of this business. Box will appear to select the option that best describes this business' nature. For example:

Nature of Business 311920 - Coffee and tea manufacturing

CRA Business Number is not required to register

## 2. Business Addresses

Enter the business mailing and delivery addresses. The Delivery Address must be located in British Columbia.

### Mailing Address

Street Address

Additional Street Address (Optional)

City

Province/State (Optio...

Postal Code

Country

Delivery Instructions (Optional)

### Delivery Address

Same as Mailing Address

Street Address

Address cannot be a PO Box

Additional Street Address (Optional)

City

Province  
British Columbia

Postal Code

Country  
Canada

Delivery Instructions (Optional)

Address field uses Canada Post address lookup that helps fill in the address; can be overwritten

If Delivery Address is same as Mailing Address, check this box

Enter **business** email address and phone number

**3. Business Contact Information**

Enter the contact information for the business. The BC Business Registry will use this to communicate with the business in the future, including sending registration documents and notifications.


**Email Address**

**Confirm Email**

**Phone Number**    
Example: (555) 555-5555

**4. Business Start Date**

Enter the start date of the business. The start date can be no more than 2 years in the past and 90 days in the future. Make certain that this is the correct date as it cannot be easily corrected afterwards.

**Start Date**  

Enter the start date of the business; if business start date is more than 2 years in the past, choose the oldest date possible

'Save' saves registration progress up to that point.

'Save and Resume Later' saves the registration as a draft in the Business Registry dashboard, returning the user to the PPR dashboard

Advance to next step by clicking on the blue button **OR** by clicking any step icon at the top of the page

## Step: Add People and Roles

Green checkmark signifies all parts of step have been completed

Lack of checkmark signifies an uncompleted step

Click on "Start by Adding the Completing Party".

This information is based on the user's account as they are the person completing this registration. Only mailing address can be updated in this step

### Registration

**Define Your Business** **Add People and Roles** **Review and Confirm**

#### 1. Add People, Business(es), and/or Corporation(s) to your Registration

Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

**Your application must include the following:**

- The Completing Party
- At least two Partners

[+ Start by Adding the Completing Party](#)

[Save](#) [Save and Resume Later](#) [< Back](#) [Review and Confirm >](#) [Cancel](#)

Fee Summary	
Statement of Registration	\$40.00
<b>Total Fees</b>	<b>CAD \$40.00</b>

**1. Add People, Business(es), and/or Corporation(s) to your Registration**

Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

**Your application must include the following:**

- ✓ The Completing Party
  - At least two Partners

**Add Person**

**Person's Name**

First Name  Middle Name (Optional)  Last Name

**Roles**

Partner

**Email Address**

Copies of the registration documents will be sent to this email address.

Email Address

**Mailing Address**

Street Address

Additional Street Address (Optional)

City  Province/State (Optio...  Postal Code

Country

Delivery Instructions (Optional)

Delivery Address same as Mailing Address

**Delivery Address**

Green check mark in list signifies that a listed items has been completed

Add the people or businesses/corporations as the Partners

Completing Party can be a Partner

Fill out the form that displays for each Partner. This example is for adding a **person** as a Partner

Check this box is the Delivery Address for this proprietor is same as the Mailing Address. If not, continue filling out the form

Once Completing Party and Proprietor information is added, go to next step

**Your application must include the following:**

- ✓ The Completing Party
- ✓ The Proprietor (an individual or a business)

Name	Mailing Address	Delivery Address	Roles	
<b>KENDRA SAUNDERS</b> kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party	<a href="#">Edit</a> ▼
<b>Magda Lena</b> test@test123.com	28 Main Street Victoria PE C0A 2G0 Canada	Same as Mailing Address	Proprietor	<a href="#">Edit</a> ▼

Click 'Edit' to update any information that was entered or click the arrow to remove the entry



Green check mark in list signifies that a listed items has been completed

Add the people or businesses/corporations as Partners; Completing Party can be a Partner

Fill out the form that displays for each Partner. This example is for adding a **business/corporation** as a Partner

Check this box is the Delivery Address for this proprietor is same as the Mailing Address. If not, continue filling out the form

### 1. Add People, Business(es), and/or Corporation(s) to your Registration

Add the people, business(es), and/or corporation(s) who will have a role in your business. A person can be both the Completing Party and a Partner; a business and a corporation can only be a Partner.

**Your application must include the following:**

- ✓ The Completing Party
- At least two Partners

[Add a Person](#) [Add a Business or a Corporation](#)

#### Add Business or Corporation

#### Add Business or Corporation Unregistered In B.C.

Use this form to add a company that is not legally required to register in B.C. such as a bank or railway as a partner. All other types of businesses not registered in B.C. cannot be a partner.

[Need Help? Contact Us](#)

I confirm that the business partner being added is not legally required to register in B.C.

Business or Corporation Name

Roles

Partner

Email Address

Copies of the registration documents will be sent to this email address.

Email Address

Mailing Address

Street Address

Additional Street Address (Optional)

City Province/State (Optio... Postal Code

Country

Delivery Instructions (Optional)

Delivery Address same as Mailing Address

Delivery Address

To add a business registered in B.C., click on “Business or Corporation Look Up” and type in keywords for that business; select the right business

#### Business or Corporation Look up

[Business or Corporation is Unregistered in B.C.](#)

To add a registered B.C. business or corporation as a partner, enter the name or incorporation number.

If you are adding a company that is not legally required to register in B.C. such as a bank or a railway, use the manual entry form. All other types of business cannot be a partner.

[Need Help? Contact Us](#)

Business or Corporation Name or Incorporation Number

roast

FM0596830	ROAST CARVERY - IMPORT_TEST 834788648BC001
FM0629885	ROAST COFFEE LAB - IMPORT_TEST 806274007BC001
FM0615690	ROASTED CHARLIE - IMPORT_TEST 816524847BC002
FM0653711	ROYSTON ROASTING COMPANY - IMPORT_TEST

Email Address

Once Completing Party and Partners information is added, go to next step

**Your application must include the following:**

- ✓ The Completing Party
- ✓ At least two Partners

[Add a Person](#) [Add a Business or a Corporation](#)

Name	Mailing Address	Delivery Address	Roles	
<b>KENDRA SAUNDERS</b> kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party	<a href="#">Edit</a>
<b>Magda Lena</b> test@test123.com	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	Same as Mailing Address	Partner	<a href="#">Edit</a>
<b>ROAST COFFEE LAB - IMPORT_TEST</b> test654@test123.com Business Number: 806274007	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	Same as Mailing Address	Partner	<a href="#">Edit</a>

[Save](#) [Save and Resume Later](#) [Back](#) [Review and Confirm](#) [Cancel](#)

Click ‘Edit’ to update any information that was entered or click the arrow to remove the entry

# Step: Review and Confirm

Registration information entered in previous steps is displayed for review

To change/edit listed information, go back to corresponding step by clicking on an icon in the stepper or by clicking 'Back'

**Registration**

**Fee Summary**

Statement of Registration \$40.00  
Total Fees CAD \$40.00

**1. Review and Confirm**

Review the information in your registration. If you need to change or complete anything, return to the step to make the necessary change.

**Your Business**

**Name** COASTAL COFFEE ROASTERS  
BC General Partnership

**Nature of Business** 311920 - Coffee and tea manufacturing

**Business Addresses**

Address Type	Address
Mailing Address	1175 Douglas St Victoria BC V8W 2E1 Canada
Delivery Address	Same as Mailing Address

**Business Contact Information**

Field	Value
Email Address	magdalena.szymanski@gov.bc.ca
Phone Number	(250) 123-4567

**Business Start Date** September 1, 2022

**Business Number** (Not entered)

**2. People and Roles**

Name	Mailing Address	Delivery Address	Role
<b>KENDRA SAUNDERS</b> kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party
<b>Magda Lena</b> lens@123.com	123-789 Blvd P1 Kelowna BC V1W 4T3 Canada	Same as Mailing Address	Partner
<b>COASTAL COFFEE LAB - IMPORT TEST</b> test@123.com Business Number: 108374007	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	Same as Mailing Address	Partner

**2. Document Delivery**

Copies of the registration documents will be sent to the email addresses listed below.

Role	Contact Info
Business Office	magdalena.szymanski@gov.bc.ca
Completing Party	kendra.saunders@gov.bc.ca
Partners	test@123.com, test654@123.com

**3. Folio or Reference Number for this Filing**

Enter the folio or reference number you want to use for this filing for your own tracking purposes. The Business Folio or Reference Number is displayed below (if available). Entering a different value below will not change the Business Folio or Reference Number. Only the number below will appear on the transaction report and receipt for this filing.

**Folio or Reference Number** Folio or Reference Number (Optional)

**4. Certify**

Confirm the legal name of the person authorized to complete and submit this registration.

**Legal Name** Legal name of authorized person  
KENDRA SAUNDERS

I, **KENDRA SAUNDERS**, certify that I have relevant knowledge of the BC General Partnership and I am authorized to make this filing.

**Date:** 2022-09-20

Note: It is an offence to make or assist in making a false or misleading statement in a record filed under the Partnership Act. A person who commits this offence is subject to a maximum fine of \$5,000.

Cancel Save Save and Resume Later Back File and Pay

Field for optional Folio number for user's reference

**3. Folio or Reference Number for this Filing**

Enter the folio or reference number you want to use for this filing for your own tracking purposes. The Business Folio or Reference Number is displayed below (if available). Entering a different value below will not change the Business Folio or Reference Number. Only the number below will appear on the transaction report and receipt for this filing.

**Folio or Reference Number** Folio or Reference Number (Optional)

**4. Certify**

Confirm the legal name of the person authorized to complete and submit this registration.

**Legal Name** Legal name of authorized person  
KENDRA SAUNDERS

I, **KENDRA SAUNDERS**, certify that I have relevant knowledge of the BC General Partnership and I am authorized to make this filing.

**Date:** 2022-09-20

Note: It is an offence to make or assist in making a false or misleading statement in a record filed under the Partnership Act. A person who commits this offence is subject to a maximum fine of \$5,000.

< Back File and Pay

Check this box to confirm submitting person is authorized to submit this filing

'File and Pay' files the registration; registration is added to the Business Registry dashboard

## Step: View transaction information and go back to My Business Registry dashboard

Registration is processing. Go to the My Business Registry dashboard to view the business

Email with the Statement of Registration will be sent to the Completing Party and Partners

COASTAL COFFEE ROASTERS  
BC General Partnership Registration

Name Request Number: NR 7399172

To Do (0)

You don't have anything to do yet  
Filings that require your attention will appear here

Recent Filing History (1)

**Registration**  
FILED AND PAID (filed by bcsr/h15t3qxalmzaitorjdggnjhx5aybysr on Sep 20, 2022) | EFFECTIVE as of Sep 20, 2022 [Hide Details](#)

**Registration Complete**  
COASTAL COFFEE ROASTERS has been successfully registered.  
Return to My Business Registry to access your business and file changes.

[Return to My Business Registry](#)

Registration  
Receipt  
Download All

**Business Addresses** [Change](#)

Delivery Address  
1175 Douglas St  
Victoria BC V8W 2E1  
Canada

Mailing Address  
Same as above

**Partners** [Change](#)

Magda Lena

ROAST COFFEE LAB - IMPORT\_TEST

### My Business Registry

Start B.C. based businesses and keep business records up to date.

[Request a BC Business Name](#)

[+ Add an Existing Business or Name Request](#) [+ Incorporate a Numbered Benefit Company](#) [Columns to Show](#)

**My List (17)**

Business Name	Number	Type	Status	Actions
COASTAL COFFEE ROASTERS	FM1010334	BC General Partnership	Active	<a href="#">Open</a>

Click 'Open' to view business information

General Partnership registration number appears in table, beginning with 'FM'

Business is now active

## Step: View business in My Business Registry dashboard

Download the business' summary

Business information displays here

View or update business or proprietor information

### COASTAL COFFEE ROASTERS

BC General Partnership

[View and Change Business Information](#) | [Dissolve this Business](#) | [Business Summary](#)

**Registration Date:** September 20, 2022  
**Registration Number:** FM1010334  
**Business Number:** Not Available  
**Email:** magdalena.szymanski@gov.bc.ca  
**Phone:** (250) 123-4567

**To Do (0)**

**Business Addresses** [Change](#)

- Delivery Address**  
1175 Douglas St  
Victoria BC V8W 2E1  
Canada
- Mailing Address**  
Same as above

**Partners** [Change](#)

- MAGDA LENA**
- ROAST COFFEE LAB - IMPORT\_TEST**

**Recent Filing History (1)**

**BC General Partnership Registration**  
FILED AND PAID (filed by KENDRA SAUNDERS on Sep 20, 2022) | EFFECTIVE as of Sep 20, 2022 [Hide Documents](#)

- [BC General Partnership Registration](#)
- [Receipt](#)
- [Download All](#)

View Statement of Registration and receipt



## STATEMENT OF REGISTRATION

BC General Partnership - Partnership Act

### COASTAL COFFEE ROASTERS

**Registration Number:** FM1010334  
**Filed Date and Time:** September 20, 2022 at 7:41 am Pacific time  
**Business Number:** Not Available  
**Retrieved Date and Time:** September 20, 2022 at 7:49 am Pacific time



#### Business Information

**Name Request Number:** NR 7399172  
**Business Name:** COASTAL COFFEE ROASTERS  
**Nature of Business:** Coffee and tea manufacturing  
**Business Start Date:** September 1, 2022

<b>Mailing Address</b>	<b>Delivery Address</b>
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

#### Partner Information

<b>Lena, Magda</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada

<b>ROAST COFFEE LAB - IMPORT_TEST</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
Incorporation Number: FM0629885  Business Number: 806274007	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada

#### Completing Party

<b>Saunders, Kendra</b>	<b>Mailing Address</b>
	1175 Douglas St Victoria BC V8W 2E1 Canada



## BUSINESS SUMMARY

BC General Partnership - Partnership Act

### COASTAL COFFEE ROASTERS

**Registration Number:** FM1010334  
**Business Number:** Not Available  
**Registration Date and Time:** September 20, 2022 at 7:41 am Pacific time  
**Summary Date and Time:** September 20, 2022 at 7:49 am Pacific time  
**Company Status:** Active

#### Business Information

**Business Name:** COASTAL COFFEE ROASTERS  
**Nature of Business:** Coffee and tea manufacturing  
**Business Start Date:**

#### Business Addresses

<b>Mailing Address</b>	<b>Delivery Address</b>
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

#### Partner Information

<b>Lena, Magda</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada	123-3788 Bird Pl Kelowna BC V1W 4T3 Canada

<b>ROAST COFFEE LAB - IMPORT_TEST</b>	<b>Mailing Address</b>	<b>Delivery Address</b>
Incorporation Number: FM0629885	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada	2061 Fisher Ave Queens Bay BC V1L 7E7 Canada