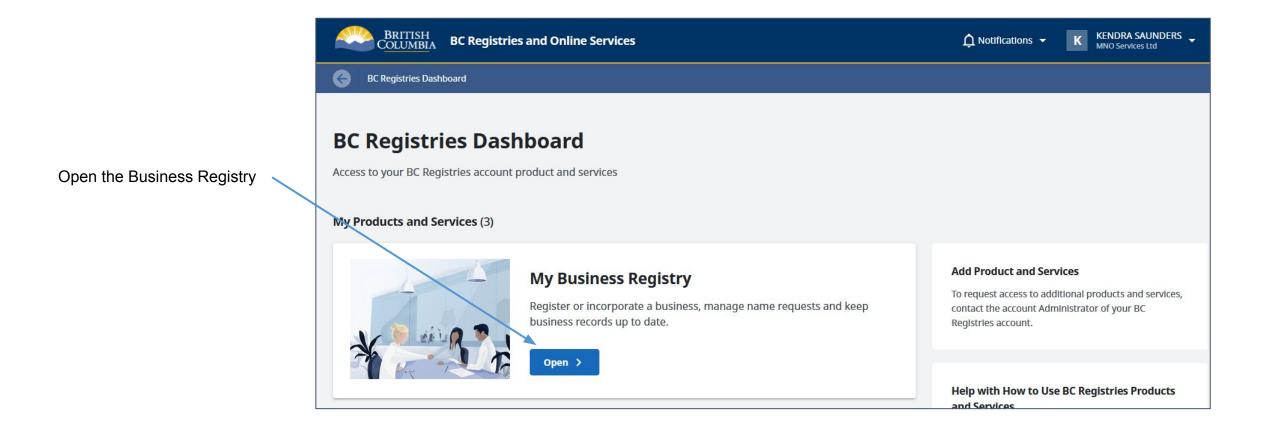
Business Registry Quick Guide: Registering a General Partnership

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

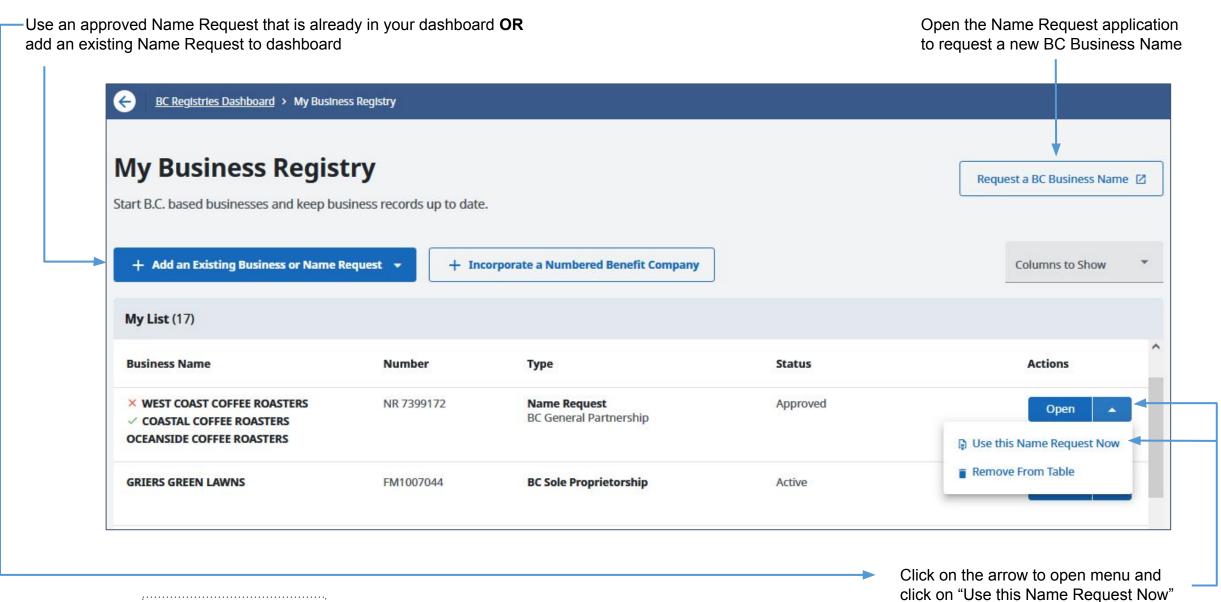
Log into your BC Registry account: https://www.bcregistry.gov.bc.ca/

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

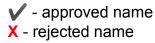




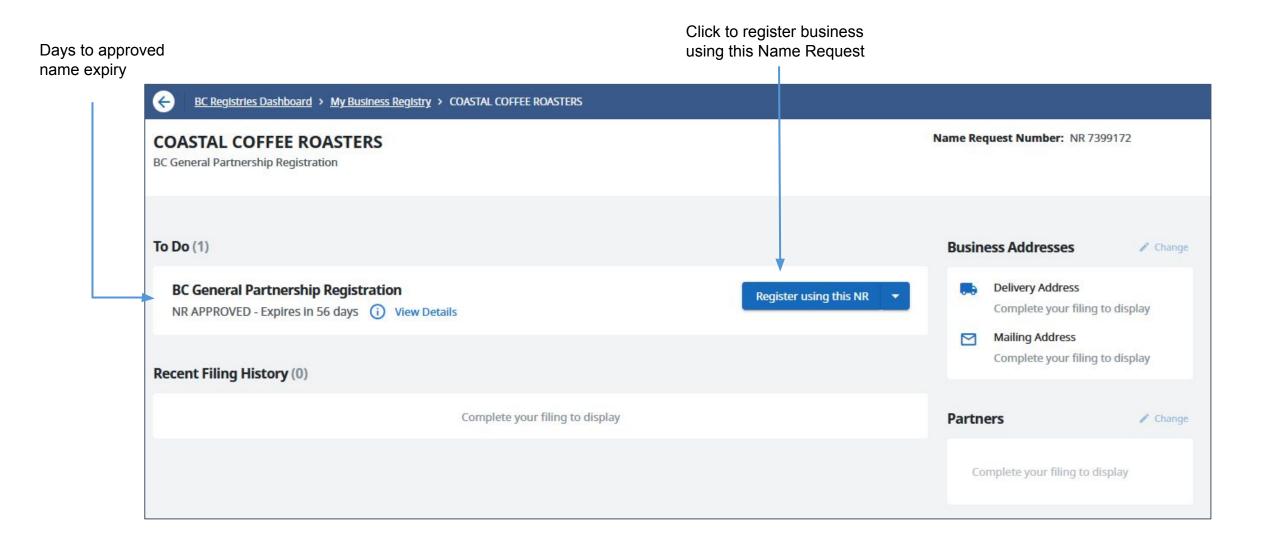
Step: Use an approved Name Request to register the business



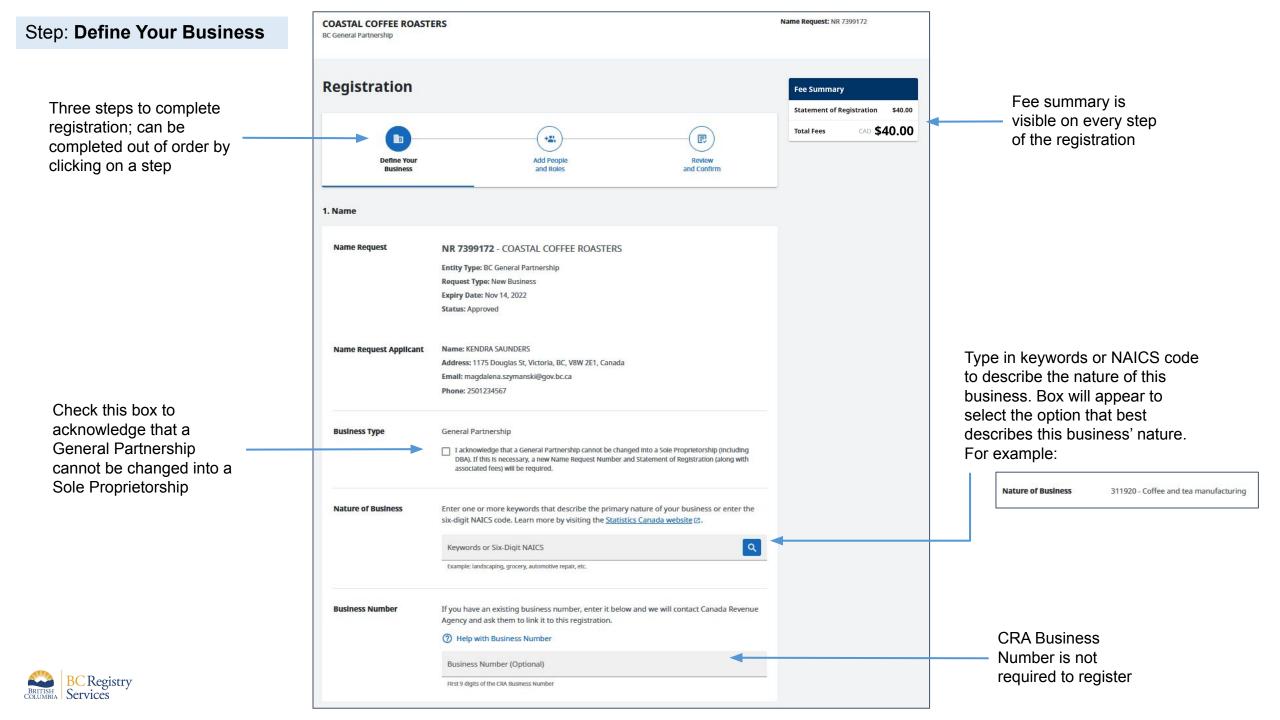




Step: Register using this name request

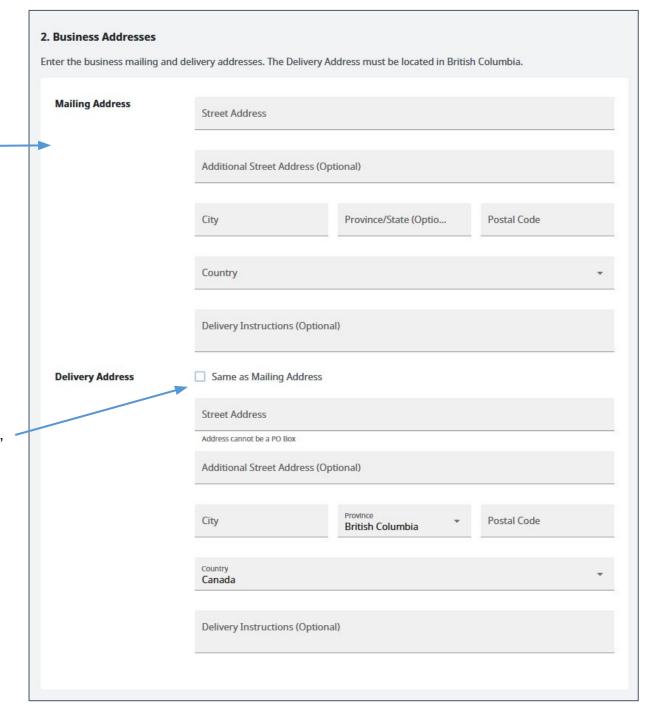




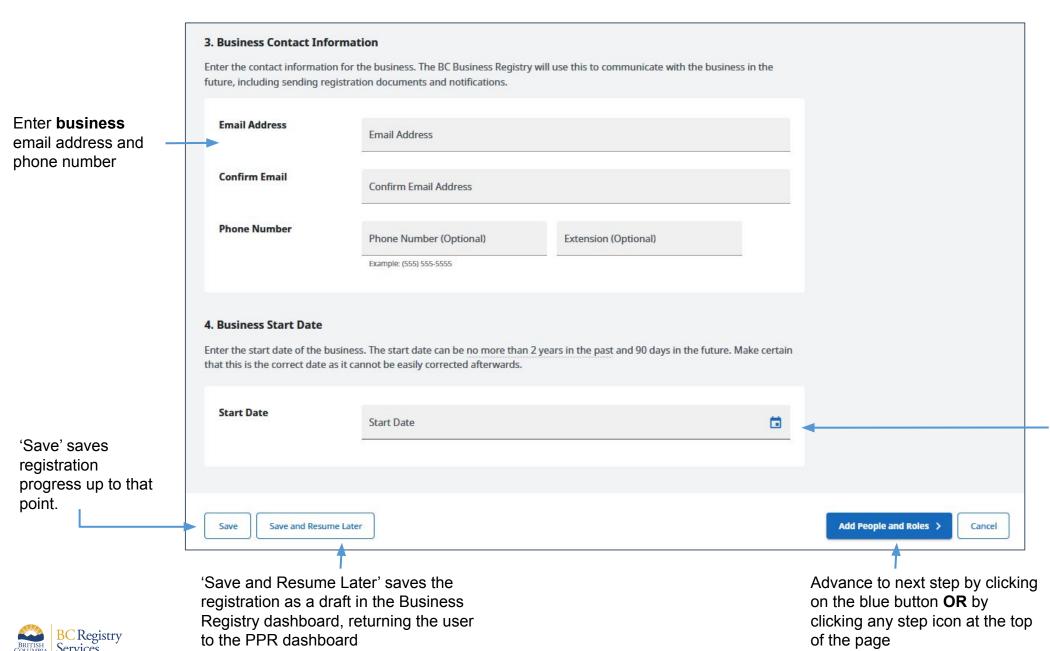


Address field uses Canada Post address lookup that helps fill in the address; can be overwritten

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

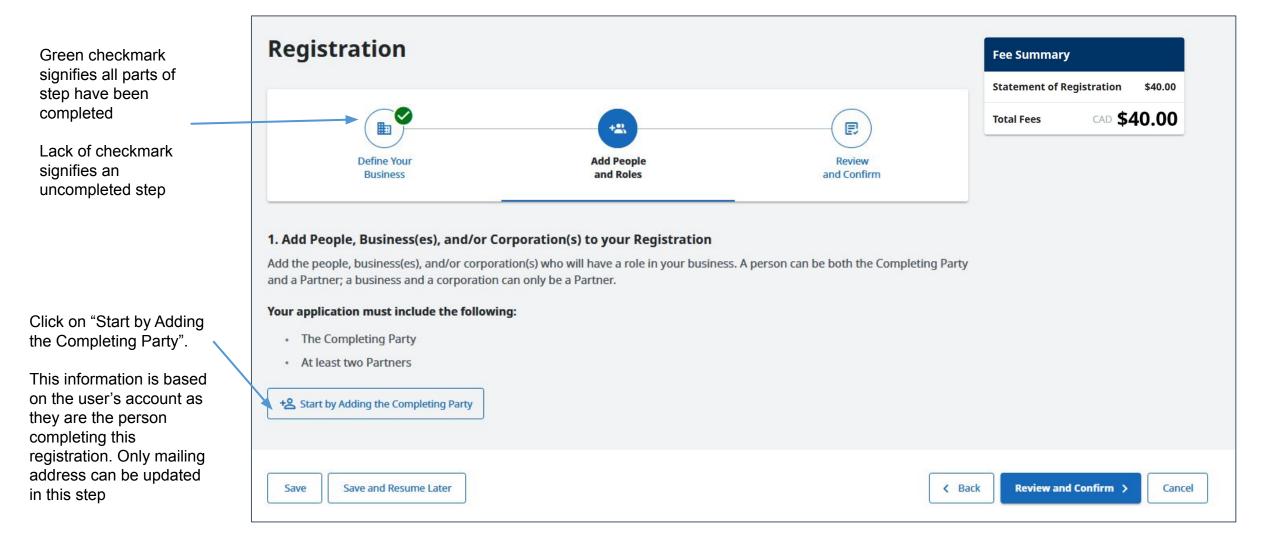






Enter the start date of the business; if business start date is more than 2 years in the past, choose the oldest date possible

Step: Add People and Roles





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

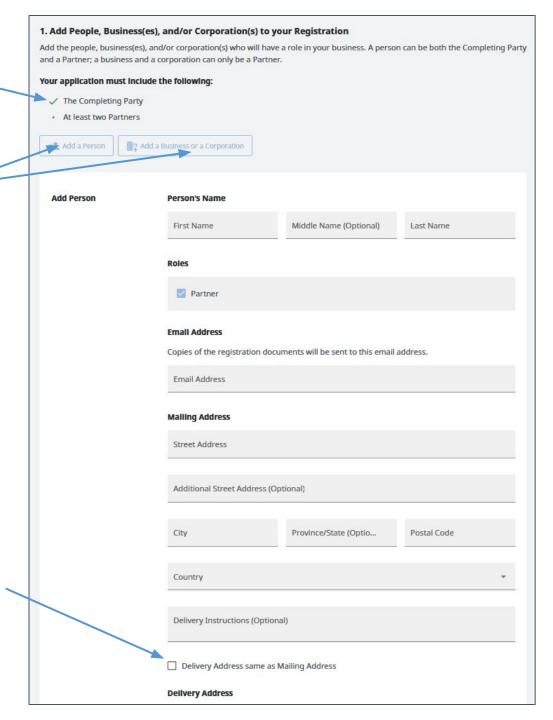
Add the people or businesses/corporations as the Partners

Completing Party can be a Partner

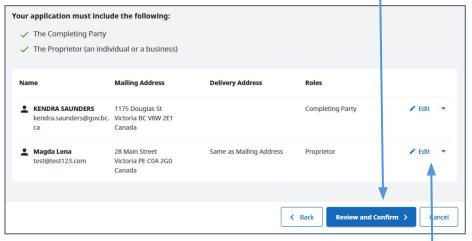
Fill out the form that displays for each Partner. This example is for adding a **person** as a Partner

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



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

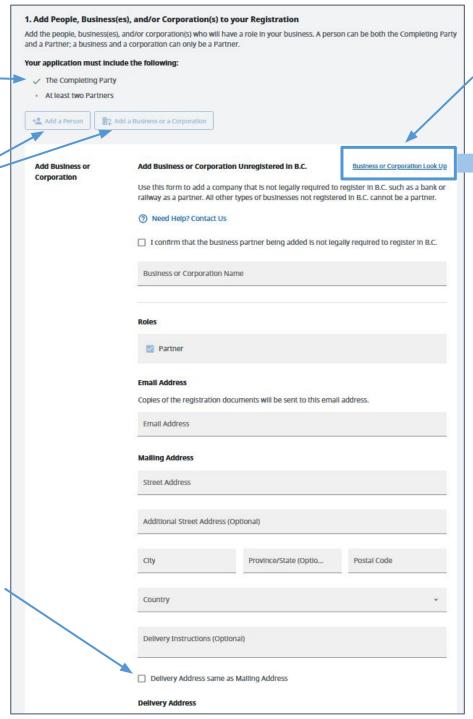
Green check mark in list signifies that a listed items has been completed

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

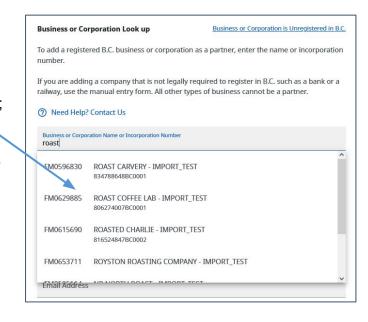
Fill out the form that displays for each Partner. This example is for adding a **business/corporation** as a Partner

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

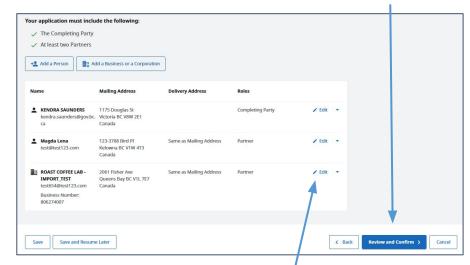




To add a business registered in B.C., click on "Business or Corporation Look Up" and type in keywords for that business; select the right business



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



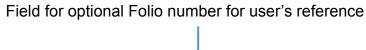
Click 'Edit' to update any information that was entered or click the arrow to remove the entry

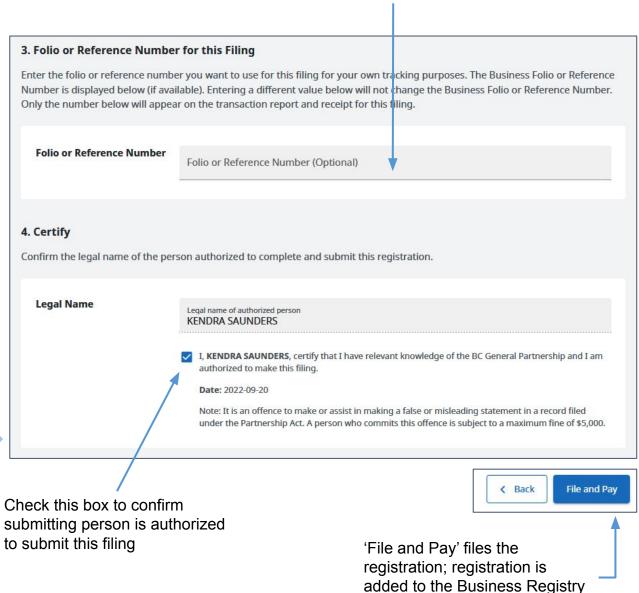
Step: Review and Confirm

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'







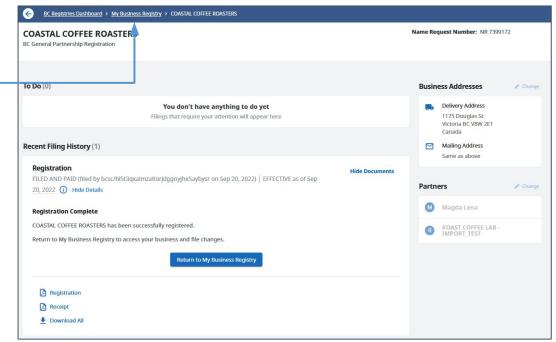
dashboard

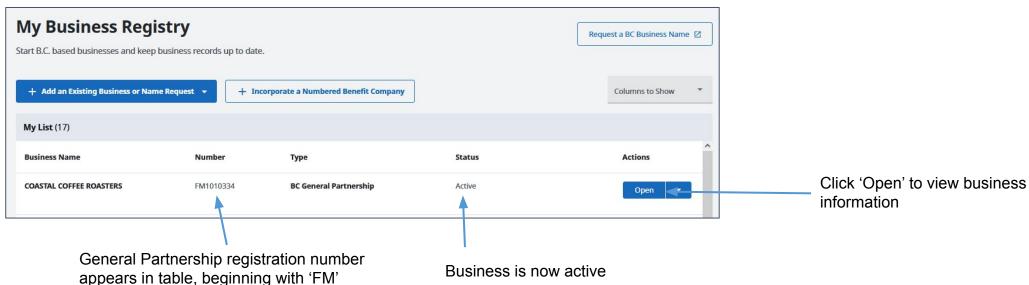


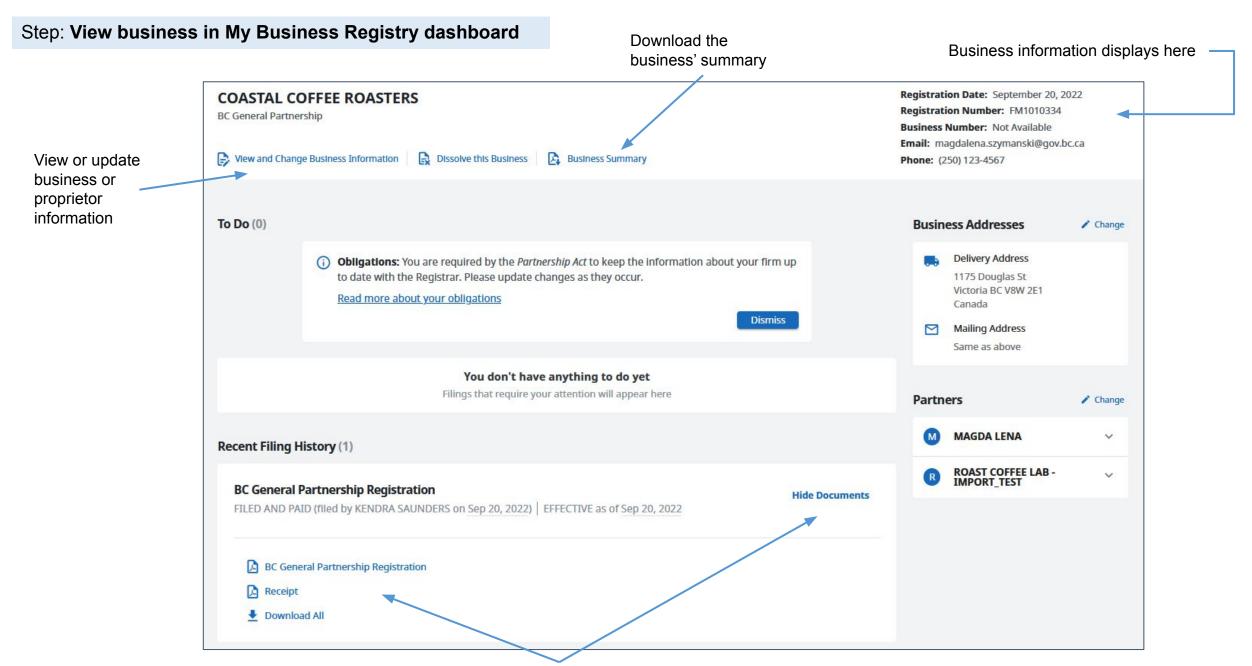
Step: View transaction information and go back to My Business Registry dashboard

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









Sample Statement of Registration & Business Summary



STATEMENT OF REGISTRATION

BC General Partnership - Partnership Act

CERTIFIED COPY

of a document filed with the Province of Pritish Columbia

Registry of Companies

This was

COASTAL COFFEE ROASTERS

Registration Number: FM1010334

September 20, 2022 at 7:41 am Pacific time Filed Date and Time:

Business Number: Not Available

September 20, 2022 at 7:49 am Pacific time Retrieved Date and

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

Mailing Address

1175 Douglas St Victoria BC V8W 2E1

Canada

Deliver Viducess

11,5 Douglas St Victoria BC V8W 2E1

C nada

Partner Information

Lena, Magda

Mailing Address

123-3788 Bird PI Kelowna BC V1W 4T3

Canada

Delivery Address

123-3788 Bird Pl Kelowna BC V1W 4T3

Canada

ROAST COFFEE LAB - IMPORT TEST Mailing Address

Incorporation Number:

FM0629885

Business Number: 806274007

2061 Fisher Ave Queens Bay BC V1L 7E7

Canada

Delivery Address

2061 Fisher Ave Queens Bay BC V1L 7E7

Canada

Completing Party

Saunders, Kendra Mailing Address

> 1175 Douglas St Victoria BC V8W 2E1

Canada



Services





BUSINESS SUMMARY

BC General Partnership - Partnership Act

COASTAL COFFEE ROASTERS

Registration Number: FM1010334 **Business Number:** Not Available

TOATALUSE **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

Mailing Address Delivery Address

1175 Cougles St Victoria BC V8W 2E1 1175 Douglas St Victoria BC V8W 2E1 Can. da

Canada

Partner Information

Incorporation Number:

FM0629885

Lena, Magda **Mailing Address**

> 123-3788 Bird Pl Kelowna BC V1W 4T3

Canada

Delivery Address

123-3788 Bird Pl Kelowna BC V1W 4T3

Canada

ROAST COFFEE LAB - IMPORT_TEST

Mailing Address

2061 Fisher Ave Queens Bay BC V1L 7E7

Canada

Delivery Address

2061 Fisher Ave Queens Bay BC V1L 7E7 Canada



Registration #FM1010334 | Page 1 of 1