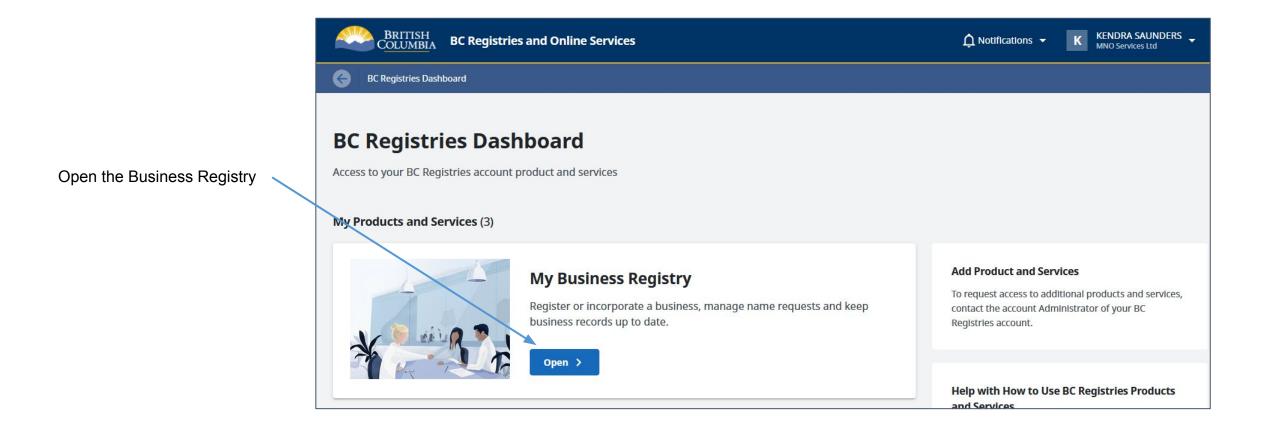
Business Registry Quick Guide: Registering a Sole Proprietorship

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

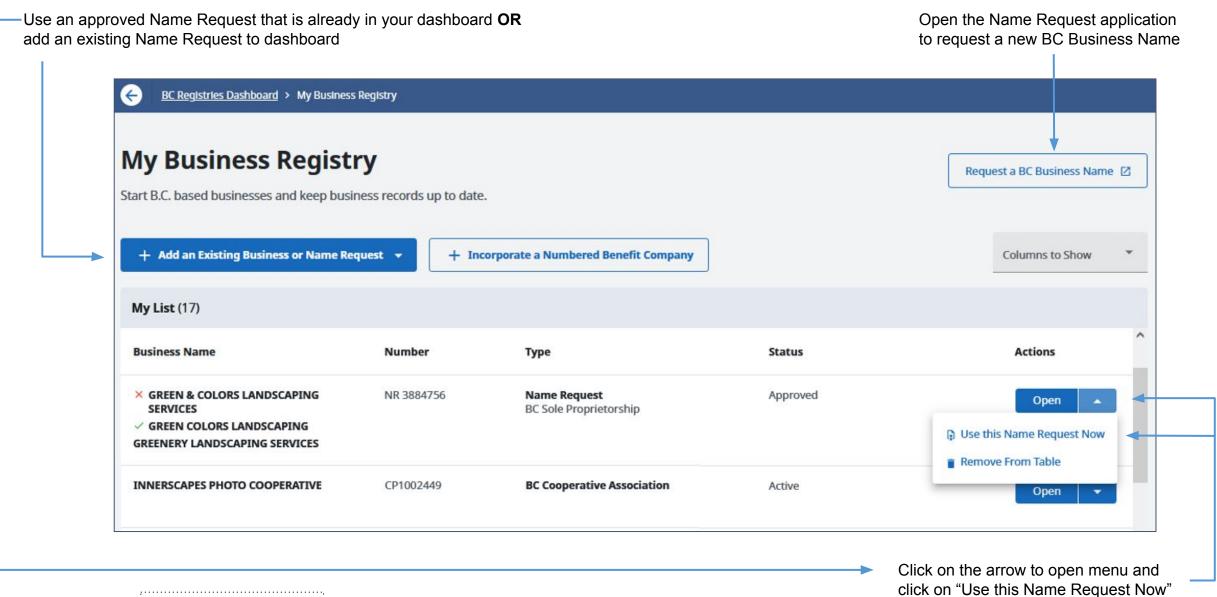
Log into your BC Registry account: https://www.bcregistry.gov.bc.ca/

Note: you must have an approved Name Request to register a Sole Proprietorship

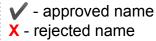




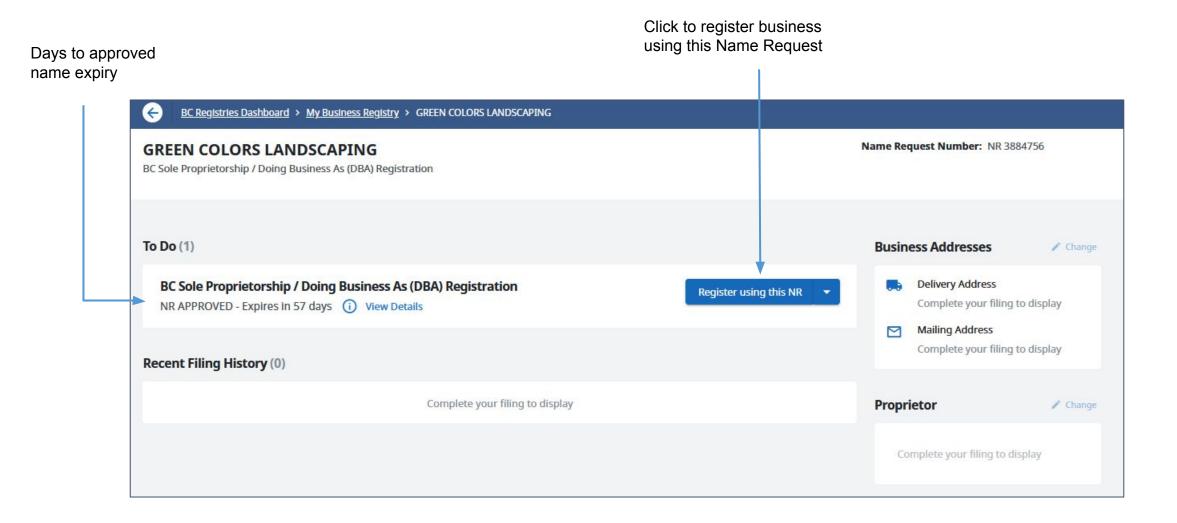
Step: Use an approved Name Request to register the business



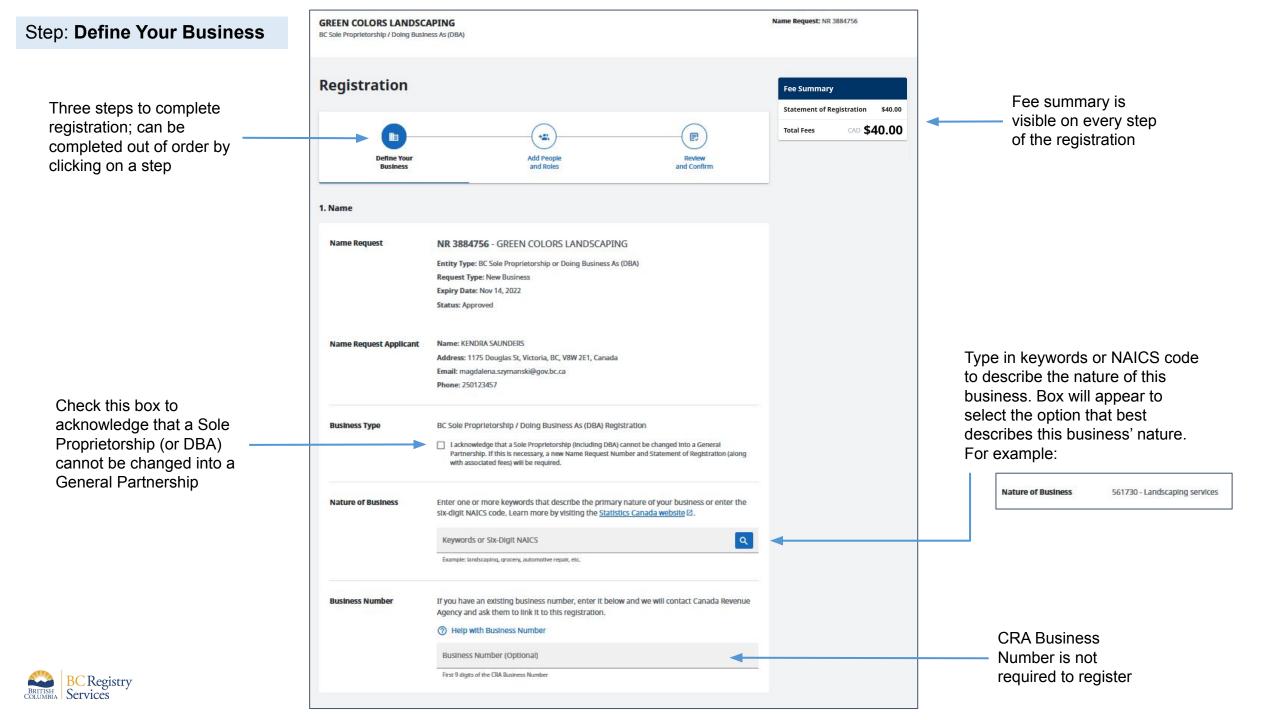




Step: Register using this name request

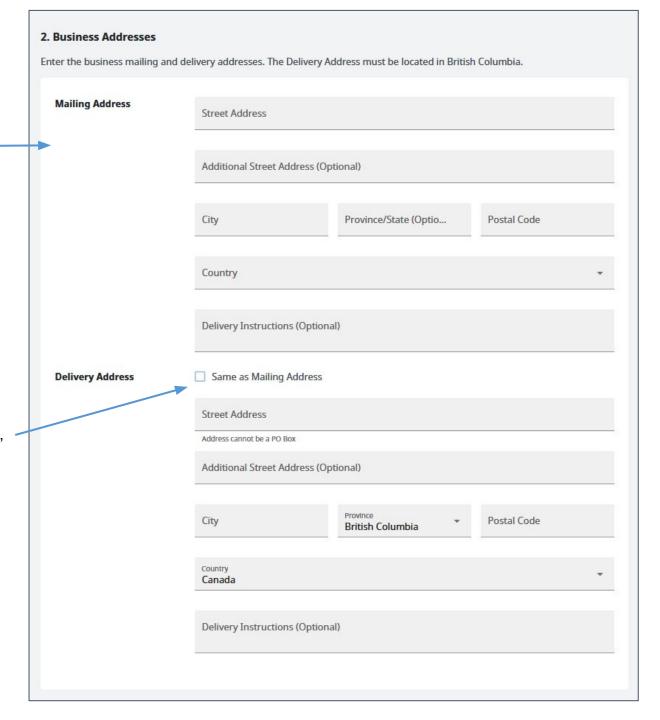




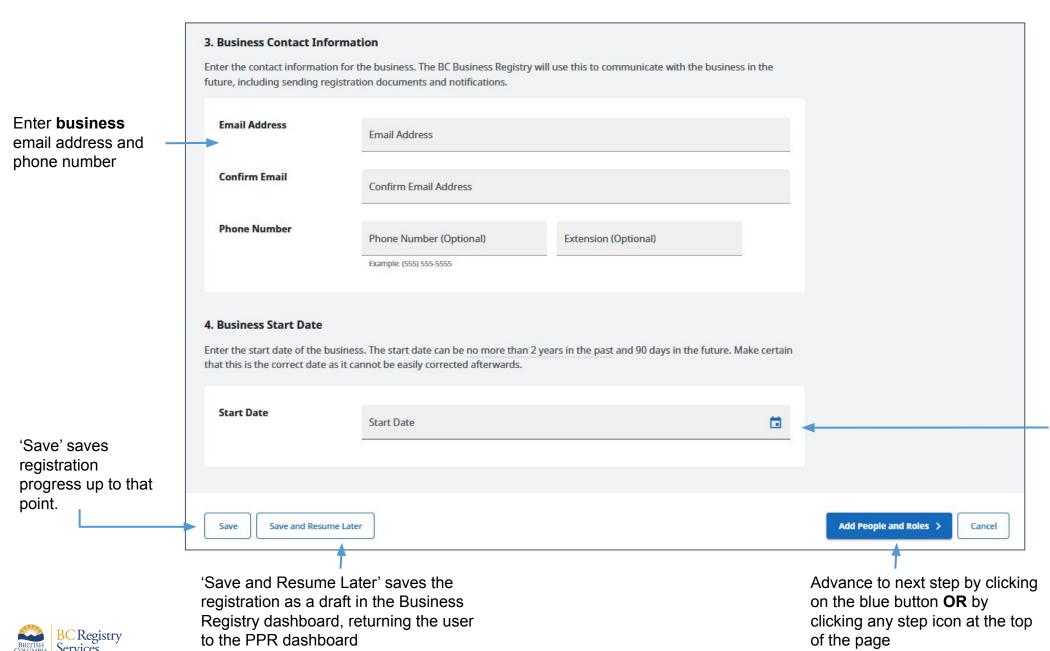


Address field uses Canada Post address lookup that helps fill in the address; can be overwritten

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

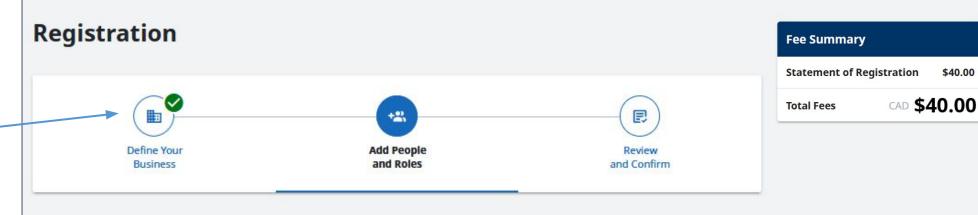
Step: Add People and Roles

Green 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



1. Add People to your Registration

Add the people or entity who will have a role in your business registration. A person can be both the Completing Party and the Proprietor.

A Sole Proprietorship can have an individual as the proprietor or a business or a corporation as the proprietor. When a business or a corporation is the proprietor, it is commonly known as **Doing Business As** since an existing business is being registered under another name and it is still a Sole Proprietorship registration.

Your application must include the following:

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

+& Start by Adding the Completing Party

Save

Save and Resume Later



Review and Confirm >

Cancel



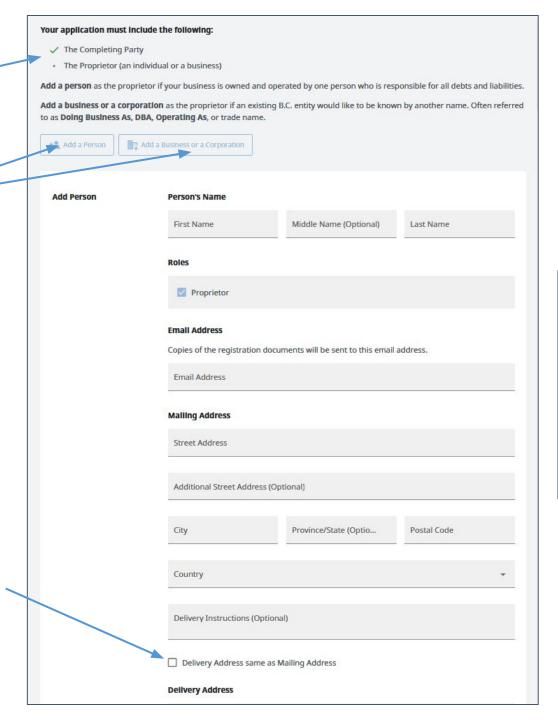
Green check mark in list signifies that a listed items has been completed

Add a person or business/corporation as the Proprietor

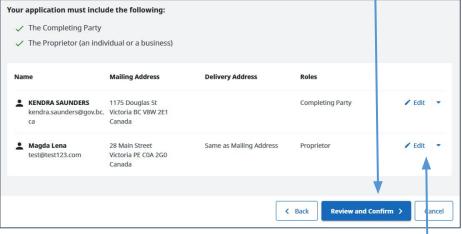
Fill out the form that displays. This example is for adding a **person** as a Proprietor

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

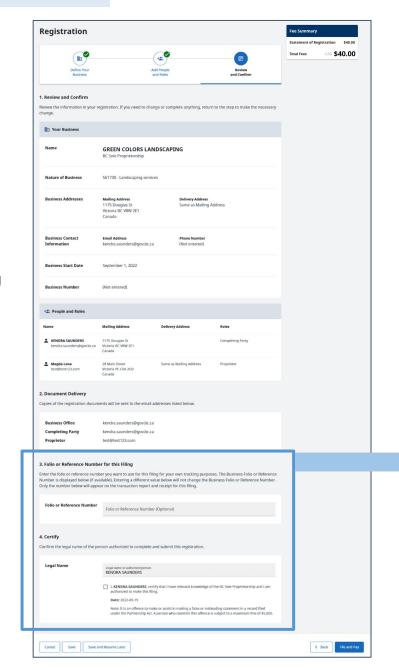


Click 'Edit' to update any information that was entered or click the arrow to remove the entry

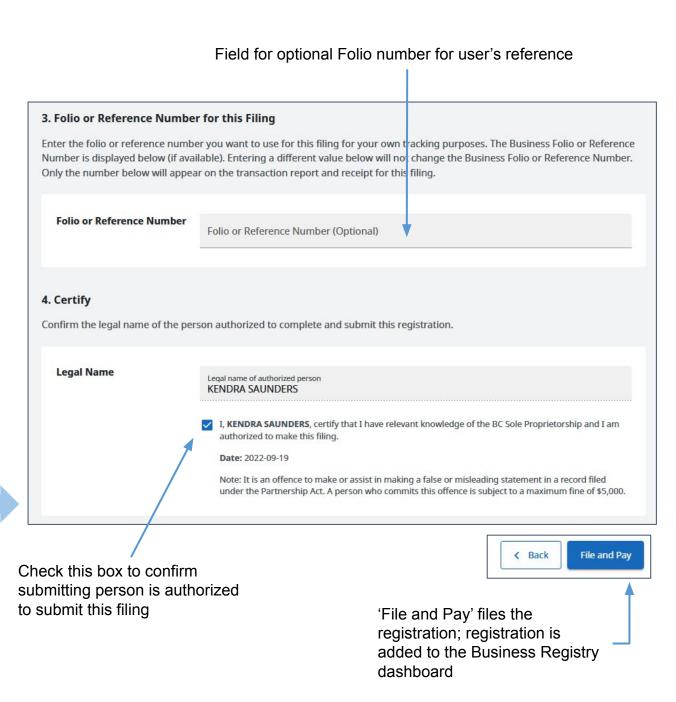
Step: Review and Confirm

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'



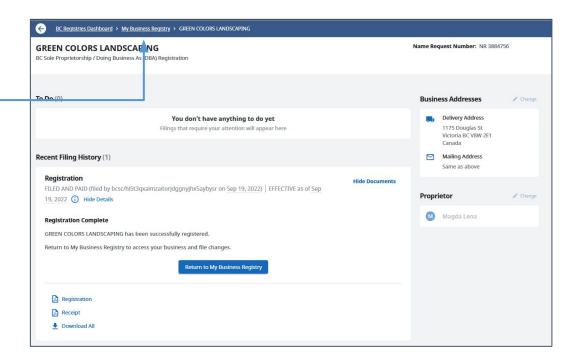


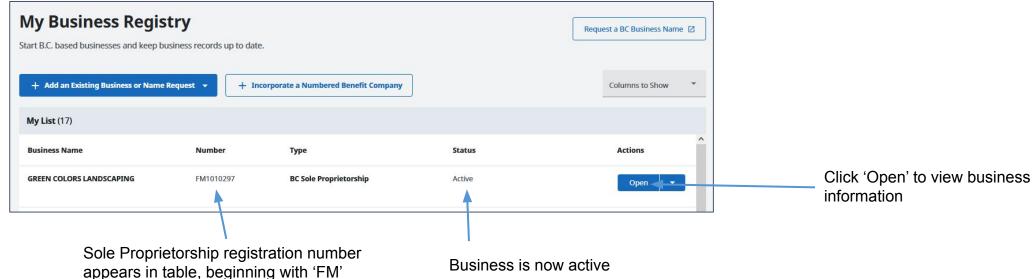


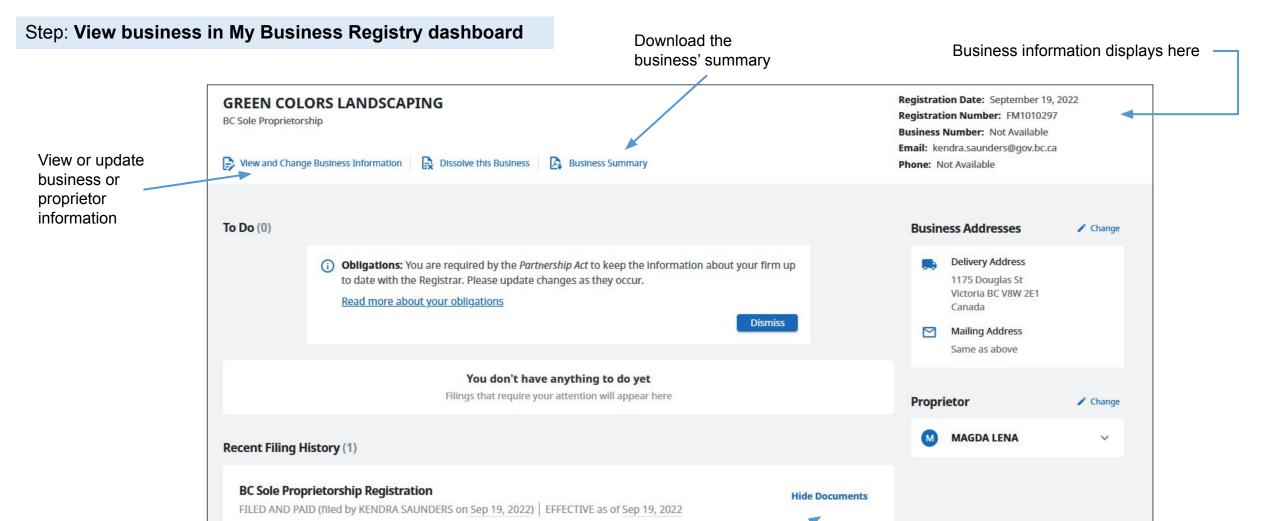
Step: View transaction information and go back to My Business Registry dashboard

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 Proprietor









View Statement of Registration and receipt

BC Sole Proprietorship Registration

Receipt Receipt

Download All

Sample Statement of Registration & Business Summary



STATEMENT OF REGISTRATION

BC Sole Proprietorship - Partnership Act

of a document filed with the Province of British Columbia

This is

TV SPARKS

GREEN COLORS LANDSCAPING

Registration Number: FM1010297

September 19, 2022 at 5:16 pm Pacific time Filed Date and Time:

Business Number:

Not Available

Retrieved Date and

September 19, 2022 at 5:35 pm Pacific time

Business Information

Name Request Number: NR 3884756

Business Name: GREEN COLORS LANDSCAPING Nature of Business: Landscaping services

Business Start Date: September 1, 2022

Mailing Address

1175 Douglas St Victoria BC V8W 2E1

Canada

Delivery Adoless

1175 Douglas St Victoria BC V8W 2E1

Ca tada

Proprietor Information

The Proprietor listed below is the only member of the Sole Proprietorship.

Lena, Magda

Mailing Address

28 Main Street Victoria PE COA 2GO

Canada

Delivery Address

28 Main Street Victoria PE COA 2G0

Completing Party

Saunders, Kendra

Mailing Address 1175 Douglas St Victoria BC V8W 2E1

Canada

Completing Party Statement

Kendra Saunders certifies that they have relevant knowledge of the BC Sole Proprietorship and is authorized to make this filing.







BUSINESS SUMMARY

BC Sole Proprietorship - Partnership Act

GREEN COLORS LANDSCAPING

Registration Number: FM1010297 Not Available **Business Number:**

TOATALUSE Registration Date and Time: September 19, 2022 at 5:16 pm Pacific time Summary Date and Time: September 19, 2022 at 5:34 pm Pacific time

Company Status: Active

Business Information

Business Name: GREEN COLORS LANDSCAPING Nature of Business: Landscaping services

Business Start Date:

Business Addresses

Mailing Address

1175 Douglas St Victoria BC V8W 2E1

Canada

Delivery Address

1175 Duuglas St Victoria BC V8W 2E1 Tanoda

Proprietor Information

Lena, Magda

Mailing Address

28 Main Street Victoria PE COA 2G0

Canada

Delivery Address

28 Main Street Victoria PE COA 2G0 Canada

