

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

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 features a large heading 'BC Registries Dashboard' and a sub-heading 'Access to your BC Registries account product and services'. Underneath, there is a section titled 'My Products and Services (3)'. The first card in this section is 'My Business Registry', which includes an illustration of three people in a meeting. The card text reads: 'Register or incorporate a business, manage name requests and keep business records up to date.' A blue button labeled 'Open >' is positioned at the bottom right of this card. 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.

[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
✗ GREEN & COLORS LANDSCAPING SERVICES	NR 3884756	Name Request BC Sole Proprietorship	Approved	Open
✓ GREEN COLORS LANDSCAPING GREENERY LANDSCAPING SERVICES				Use this Name Request Now Remove From Table
INNERSCAPES PHOTO COOPERATIVE	CP1002449	BC Cooperative Association	Active	Open

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 shows the BC Registries Dashboard for a business named 'GREEN COLORS LANDSCAPING'. The breadcrumb trail is 'BC Registries Dashboard > My Business Registry > GREEN COLORS LANDSCAPING'. The page title is 'GREEN COLORS LANDSCAPING' with the subtitle 'BC Sole Proprietorship / Doing Business As (DBA) Registration'. The 'Name Request Number' is NR 3884756.

The 'To Do (1)' section contains one item: 'BC Sole Proprietorship / Doing Business As (DBA) Registration'. This item is marked as 'NR APPROVED - Expires In 57 days' and includes a 'View Details' link. A blue button labeled 'Register using this NR' is positioned to the right of this item.

The 'Recent Filing History (0)' section is currently empty, displaying 'Complete your filing to display'.

The right-hand sidebar contains two sections: 'Business Addresses' and 'Proprietor'. Both sections show 'Complete your filing to display' and have a 'Change' link.

Annotations: A blue arrow points from the text 'Days to approved name expiry' to the 'Expires In 57 days' text. Another blue arrow points from the text 'Click to register business using this Name Request' to the 'Register using this NR' button.

Step: Define Your Business

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

GREEN COLORS LANDSCAPING
BC Sole Proprietorship / Doing Business As (DBA)

Name Request: NR 3884756

Registration

Define Your Business

Add People and Roles

Review and Confirm

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

1. Name

Name Request NR 3884756 - GREEN COLORS LANDSCAPING
Entity Type: BC Sole Proprietorship or Doing Business As (DBA)
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: 250123457

Business Type BC Sole Proprietorship / Doing Business As (DBA) Registration
 I acknowledge that a Sole Proprietorship (including DBA) cannot be changed into a General Partnership. 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

Check this box to acknowledge that a Sole Proprietorship (or DBA) cannot be changed into a General Partnership

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 561730 - Landscaping services

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

Registration



Green checkmark signifies all parts of step have been completed

Lack of checkmark signifies an uncompleted step

Fee Summary

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

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](#)

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

Save

Save and Resume Later

< Back

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

Your application must include the following:

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

Add a person as the proprietor if your business is owned and operated by one person who is responsible for all debts and liabilities.

Add a business or a corporation as the proprietor if an existing B.C. entity would like to be known by another name. Often referred to as **Doing Business As, DBA, Operating As,** or trade name.

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

Add Person

Person's Name

First Name Middle Name (Optional) Last Name

ROLES

Proprietor

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

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	
KENDRA SAUNDERS kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party	Edit ▼
Magda Lena test@test123.com	28 Main Street Victoria PE C0A 2G0 Canada	Same as Mailing Address	Proprietor	Edit ▼

[< 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 GREEN COLORS LANDSCAPING
BC Sole Proprietorship

Nature of Business 561730 - Landscaping services

Business Addresses
Mailing Address: 1175 Douglas St, Victoria BC V8W 2E1, Canada
Delivery Address: Same as Mailing Address

Business Contact Information
Email Address: kendra.saunders@gov.bc.ca
Phone Number: (Not entered)

Business Start Date September 1, 2022

Business Number (Not entered)

People and Roles

Name	Mailing Address	Delivery Address	Roles
KENDRA SAUNDERS kendra.saunders@gov.bc.ca	1175 Douglas St Victoria BC V8W 2E1 Canada		Completing Party
Magda Lena test@test123.com	28 Main Street Victoria PE C0A 2G0 Canada	Same as Mailing Address	Proprietor

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

Business Office kendra.saunders@gov.bc.ca
Completing Party kendra.saunders@gov.bc.ca
Proprietor test@test123.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 Sole Proprietorship and I am authorized to make this filing.
Date: 2022-09-19

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.

Buttons: 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 Sole Proprietorship and I am authorized to make this filing.
Date: 2022-09-19

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.

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

Buttons: Back, File and Pay

'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 Proprietor

The screenshot shows the 'GREEN COLORS LANDSCAPING' registration page. At the top, it says 'BC Sole Proprietorship / Doing Business As (DBA) Registration' and 'Name Request Number: NR 3884756'. A 'To Do (0)' section indicates 'You don't have anything to do yet'. The 'Recent Filing History (1)' section shows a 'Registration' entry: 'FILED AND PAID (filed by bcsc/h15t3qxalmzaitorjdggnryh5aybysr on Sep 19, 2022) | EFFECTIVE as of Sep 19, 2022'. Below this, a 'Registration Complete' message states: 'GREEN COLORS LANDSCAPING has been successfully registered. Return to My Business Registry to access your business and file changes.' A 'Return to My Business Registry' button is present. On the right, 'Business Addresses' and 'Proprietor' (Magda Lena) are listed.

The 'My Business Registry' dashboard shows a table with 17 items. The table has columns for Business Name, Number, Type, Status, and Actions. The first row is for 'GREEN COLORS LANDSCAPING' with number 'FM1010297', type 'BC Sole Proprietorship', and status 'Active'. An 'Open' button is next to the status.

Business Name	Number	Type	Status	Actions
GREEN COLORS LANDSCAPING	FM1010297	BC Sole Proprietorship	Active	Open

Click 'Open' to view business information

Sole Proprietorship registration number appears in table, beginning with 'FM'

Business is now active

Step: View business in My Business Registry dashboard

View or update business or proprietor information

Download the business' summary

Business information displays here

GREEN COLORS LANDSCAPING

BC Sole Proprietorship

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

Registration Date: September 19, 2022
Registration Number: FM1010297
Business Number: Not Available
Email: kendra.saunders@gov.bc.ca
Phone: Not Available

To Do (0)

Obligations: You are required by the *Partnership Act* to keep the information about your firm up to date with the Registrar. Please update changes as they occur.
[Read more about your obligations](#) Dismiss

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

Recent Filing History (1)

BC Sole Proprietorship Registration Hide Documents
FILED AND PAID (filed by KENDRA SAUNDERS on Sep 19, 2022) | EFFECTIVE as of Sep 19, 2022

[BC Sole Proprietorship Registration](#)
[Receipt](#)
[Download All](#)

Business Addresses Change

Delivery Address
1175 Douglas St
Victoria BC V8W 2E1
Canada

Mailing Address
Same as above

Proprietor Change

MAGDA LENA ▼

View Statement of Registration and receipt



STATEMENT OF REGISTRATION

BC Sole Proprietorship - Partnership Act

GREEN COLORS LANDSCAPING

Registration Number: FM1010297
Filed Date and Time: September 19, 2022 at 5:16 pm Pacific time
Business Number: Not Available
Retrieved Date and Time: 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	Delivery Address
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

Proprietor Information

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

Lena, Magda	Mailing Address	Delivery Address
	28 Main Street Victoria PE C0A 2G0 Canada	28 Main Street Victoria PE C0A 2G0 Canada

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
Business Number: Not Available
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	Delivery Address
1175 Douglas St Victoria BC V8W 2E1 Canada	1175 Douglas St Victoria BC V8W 2E1 Canada

Proprietor Information

Lena, Magda	Mailing Address	Delivery Address
	28 Main Street Victoria PE C0A 2G0 Canada	28 Main Street Victoria PE C0A 2G0 Canada