

## STARTING A BUSINESS CHECKLIST

Congratulations on deciding to start your own business! We have created this checklist to help you get started. There are several key steps to creating a successful business in today's world.

### Steps to creating your business:

- ☐ Develop a business plan. (Contact the Business Development Bank of Canada, Coast Capital Savings or the Canada/BC Service Centre)
- ☐ Submit a name search for your company.
- ☐ If you plan to operate as a sole proprietor or in a partnership, you must register your company with the Registrar of Companies (At the Surrey Board of Trade) before the expiry date.
- ☐ If you plan to operate as a corporation, you must incorporate your company online at: [regco.ca](http://regco.ca) before the expiry date.
- ☐ Contact the By-Law Enforcement & Licensing Section and the Planning and Development Department at the Surrey City Hall for the appropriate permits and licenses. (604) 591-4370
- ☐ Obtain the proper provincial and/or federal licenses.
- ☐ All commercial businesses with more than \$30,000 in gross annual taxable sales and revenues and/or you employ one or more people, obtain a business number (HST number) for remitting employee's federal and provincial income tax deductions, employment insurance premiums and Canada Pension Plan contributions from the Canada Revenue Agency (Call 1-800-959-5525).
- ☐ Register your company with WCB by visiting their website at [worksafebc.com](http://worksafebc.com)
- ☐ If you are hiring employees or subcontracting for labour, ensure that you comply with the pertinent labour regulations by contacting the Employment Standards Branch of the Ministry of Labour and Citizen Services (604) 660-2421
- ☐ Contact a qualified accountant regarding setting up an orderly record and accounting system.
- ☐ Become a member of the Surrey Board of Trade to take advantage of the numerous benefits and added credibility.

### For more information please visit:

[swrbot.com](http://swrbot.com)

[fasken.com](http://fasken.com)

[surrey.ca](http://surrey.ca)

[smallbusinessbc.ca](http://smallbusinessbc.ca)

[canadabusiness.ca](http://canadabusiness.ca)

[worksafebc.com](http://worksafebc.com)

[regco.ca](http://regco.ca)

[surreylibraryies.ca](http://surreylibraryies.ca)

[bcbusinessregistry.ca](http://bcbusinessregistry.ca)

[wd.gc.ca](http://wd.gc.ca)

[gov.bc.ca](http://gov.bc.ca)