
Before You Begin

Congratulations on deciding to register your sole proprietorship business in Ontario!

If you are an individual and would like to do business using a business name that is different from your full name, you must register your business name under the *Business Names Act* (BNA). Sole proprietorship refers to an unincorporated business with one (sole) owner who is an individual.

Before you register your business name, you can search the ministry's records at Ontario.ca/BusinessRegistry of existing registrations to see if the name of your business is already being used by another business and where that business is located. Please see the [applicable Notice](#) for more information.

While doing the search, you may consider applying online at Ontario.ca/BusinessRegistry because it is better, easier and faster for you. Benefits of applying online include: a faster response, getting immediate notice that your application was received, option to use a debit or credit card and being able to check the progress of your application online.

If you prefer to complete this form, you must complete it on a computer. The form is dynamic – it changes depending on how you answer questions. You can save the form but can't print it until you complete all mandatory fields – they are marked with an asterisk (*).

For detailed information about this application, please see the applicable Notice first.

Information You Need

Before completing this form, please make sure that you have the following information ready.

1. Administrative information for the contact person (name, telephone number and email address). **This will not be shown on the public record.**
 2. Proposed business name.
 3. North American Industry Classification System (NAICS) primary activity code. For more information on NAICS code visit [NAICS](#) link.
 4. Official email address of the business. **This will not be shown on the public record.**
 5. Address of the principal place of business.
 6. Name and address for service of the sole proprietor.
 7. Person authorizing the registration.
 8. Fee of \$60.00. Make the cheque payable to the Minister of Finance. There is a service charge payable for any bounced cheques.
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Completing the Form

Contact Information

Please enter the full name, telephone number and email address of the contact person. This will not be shown on the public record. The ministry will contact this person for any questions related to this application. Documents related to this application will be sent to the contact person's email address.

Proposed Business Name

It is your responsibility to make sure that your business name is in accordance with the requirements of the BNA and the regulations. Please refer to the applicable Notice for specific rules and restrictions on business names under the BNA. You may also need to obtain consent(s) to the use of the business name if required. If you register a name that is contrary to the BNA and the regulations, the name is subject to compliance action at any time that may result in cancellation.

Primary Activity

Your primary activity is the main activity being carried out under the business name.

NAICS is the North American Industry Classification System. Please refer to the NAICS link and select the code that best describes the main activity of your business and then set out in this form your primary activity code from the link. The NAICS activity code is a 2 to 6-digit number that corresponds to a business's primary activity. You must select the code that best describes the main activity of your business. For example, a code for a hair salon could be "812116 – unisex hair stylist shops". The NAICS code is required under the *Business Names Act* and *Limited Partnerships Act* and appears on the public record for filings made under those Acts.

Official Email Address

The official email will be used to communicate with the business. The documents related to this application will be sent to your official email address as well as to the email of the contact person indicated in Section 1 of this form.

Address of Principal Place of Business

If there is a place of business in Ontario, you must provide the address of the principal place of business in Ontario. If there is **no** place of business in Ontario, you must provide the address of the principal place of business **outside** Ontario. If you have an international address and the "Region" field is not applicable to you, please enter 'Parish,' 'County' or any other equivalent information in the "Region" field. This also applies to any other international address in the form.

Sole Proprietor

Please provide the full name and address for service of the sole proprietor.

Authorization

The sole proprietor or a person acting under power of attorney must authorize the registration.

A person acting under power of attorney could be an individual, corporation or registered entity (any registration with a Business Identification Number (BIN)), or an 'other' entity.

If the person acting under power of attorney is an individual, set out the full name and address for service in Ontario.

If the person acting under power of attorney is not an individual (e.g., corporation or other registered entity), set out the name and OCN or BIN, as applicable, and its address for service in Ontario. Also set out the full name and position of the person representing the corporation or registered entity.

If the person acting under power of attorney is an 'other' entity, set out the name of the entity, address for service, and the full name and position of the individual representing the 'other' entity.

Confirmation

The contact person must confirm the accuracy of the information submitted.

Submitting the Form

Once you have completed the form, print it, obtain the appropriate signatures, attach all supporting documents, include the exact payment and mail it to the ministry at the address below:

Ministry of Government and Consumer Services
Central Production and Verification Services Branch
393 University Avenue, Suite 200
Toronto, Ontario M5G 2M2

Returned Application

If your application is handwritten, missing the required payment or email addresses, or if the wrong form is used, it will not be processed and will be returned to you by regular mail. You may resubmit by regular mail in this case.

However, if the form is missing **any other** required information or has not been properly completed, it will be returned

for correction electronically to the email address provided on the form. To resubmit the application, you will be provided with a link to the electronic business registration system, where you **must** complete the transaction **electronically**. When you resubmit the application, it is your responsibility to review the entire application, and to ensure that all data is accurate and meets all requirements. No additional fee will be charged.

The effective date of a returned application that is resubmitted to the ministry will be the date an application acceptable for filing is processed by the ministry.

For details, please see the applicable Notice.

Successful Application

Whether you applied electronically or by mail, after the ministry receives your application and it is successfully processed, you will receive official documents by email, including a payment receipt if applicable and a company key if one has not already been assigned to the entity. For more information on the documents, please see the applicable Notice.

These documents will be sent to the official corporation or entity email address provided and to the contact person specified, except for the company key, if applicable, which is sent only to the official email.

Questions

After reading these detailed instructions and the applicable Notice, if you still have questions, visit Ontario.ca/BusinessRegistry or contact us by [email](#). Alternatively, you may call ServiceOntario at:

- Telephone: 416-314-8880 or Toll-free: 1-800-361-3223
- TTY: 416-325-3408 or Toll-free TTY: 1-800-268-7095