STARTING A SOLE PROPRIETORSHIP OR GENERAL PARTNERSHIP CHECKLIST

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| 1. STRUCTURE DESCRIPTION   These types of structures do not grant you exclusive use of the business name. In order to legally protect your business name, you would have to register a trademark, trade name or incorporate. | **Sole Proprietorship: Business owned by one person, called proprietor** | |
| **Advantages:**   * Simple and least expensive to set up * Easy to dissolve * Owner has direct control, all profits go to owner * Tax advantages (losses can be applied against other income of proprietor) | **Disadvantages:**   * Owner assumes all risk of business; responsible for payment of all business debts * Creditors can seize your personal assets * Possible tax disadvantages (profits must be added to personal income) |
| **General Partnership: Business owned by two or more individuals** | |
| **Advantages:**   * Simple and least expensive to set up * Easy to dissolve * Partners provide additional capital and skills * Costs would be shared | **Disadvantages:**   * Partners assume all risk of business; responsible for payment of all business debts * Creditors can seize your personal assets * If disagreement arise, business can suffer * Possible tax disadvantages (profits must be added to personal income) |
| 1. REGISTERING A SOLE PROPRIETORSHIP OR GENERAL PARTNERSHIP   Note: A business operating under the owner’s exact personal name DOES NOT NEED to register.  [Nuans.com](https://www.nuans.com/intro-en-fr.html) free name search to see if a Corporation already exists. | You will receive a Master Business Licence (MBL), this licence is required for all businesses operating in Ontario as a business name/trade name. The licence will provide you with a Business Identification Number (BIN) renewable every 5 years.  **Online Service by Credit Card:** [serviceontario.ca](https://www.ontario.ca/page/serviceontario) **$8 per Name Search $60 for Registration or Renewal**  From Home: \*Monday to Friday 8:30 a.m. – 6 p.m. (to print your Master Business Licence)  Ontario Land Registry office in Hamilton  119 King St. West, 4th Floor Phone: 905.521.7561  Payment by Cash, Cheque, and Debit accepted. Cancel your registration free of charge: [serviceontario.ca](https://www.ontario.ca/page/serviceontario) | |
| 1. DEVELOP PARTNERSHIP AGREEMENT | Anyone entering into a business partnership with one or more partners, including friends, family members, or spouses should have an agreement in writing.  A partnership agreement is a document used to dictate the terms of a business partnership between two or more partners. It will make the day-to-day operations of your partnership smoother and prevent problems in the future. | |
| 1. REGISTER A BUSINESS NUMBER   Register for your Business Number (BN) as required:  Corporate Tax - RC Payroll – RP  Import/Export – RM GST/HST – RT | Contact Canada Revenue Agency (CRA) 1.800.959.5525 or [cra-arc.gc.ca](http://www.cra-arc.gc.ca/)  \*GST/HST account is required if gross annual revenue is greater than $30,000 with 12 consecutive months, must register and charge GST/HST 13%. | |
| 1. BUSINESS LICENCE   Contact your city or town for other licensing, permits and zoning requirements for commercial or home businesses. | HALDIMAND COUNTY:  [haldimandcounty.on.ca/Forms.aspx](http://www.haldimandcounty.on.ca/Forms.aspx)  WEST LINCOLN:  [services.bizpal-perle.ca/](https://services.bizpal-perle.ca/) | |
| 1. REGISTER WITH INDUSTRY SPECIFIC AGENCY (if applicable)   Determine whether any industry specific licenses and/or regulations may apply to your business. | Many businesses including retail and service outlets, restaurants and lounges, manufacturing and processing operations, may be subject to licences. These licences are designed to protect the interest and safety of the public regarding the use, application or sale of certain items or services.  Visit: [bizpal.ca](https://services.bizpal-perle.ca/)  Canada Business Ontario: [cbo-eco.ca](http://cbo-eco.ca/)  Ontario statutes of regulations: [e-laws.gov.on.ca](https://www.ontario.ca/laws) | |
| 1. REGISTER WITH WORKPLACE SAFETY & INSURANCE BOARD (WSIB) (if applicable) | Contact Workplace Safety and Insurance Board:  416.344.1000 or 1.800.387.0750, [wsib.on.ca](http://www.wsib.on.ca/WSIBPortal/faces/WSIBHomePage?_afrLoop=1542389161569000&_afrWindowMode=0&_afrWindowId=null#%40%3F_afrWindowId%3Dnull%26_afrLoop%3D1542389161569000%26_afrWindowMode%3D0%26_adf.ctrl-state%3D12k7teettx_4)  Under new legislation, independent operators, sole proprietors, some partners in a partnership and some executive officers in a corporation carrying on a business in construction are required to have WSIB coverage starting January 1, 2013. Some exceptions apply. | |

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| 1. OCCUPATIONAL HEALTH & SAFETY ACT (OHSA)   Prevent work-related illness and injury is the most important job at any workplace. | The OHSA legislates the rights and responsibilities for employers, supervisors and workers. Workplace safety is a shared responsibility.  Visit: [labour.gov.on.ca](https://www.labour.gov.on.ca/) |
| 1. BANK ACCOUNT   Open a business bank account. | Visit your local financial institution with a copy of your Master Business Licence or Article of Incorporation.  \*This is not required if you are strictly operating under your exact personal name. However, it’s a good idea to have a separate account to keep your business and personal finances separate. |
| 1. INSURANCE   Ensure you and your business are protected. | There are different types of insurance that may apply to your business.   * Property, contents, vehicle and business interruption insurance * Liability insurance, accounts receivable and health insurance   Visit Canada Business Network: [canadabusiness.ca](https://canadabusiness.ca/)  You may also meet with one of our team members to discuss your insurance needs. |
| 1. BOOKKEEPING   You’re required to keep all your business records for six years. | When operating a business, you’re required to have an accounting system and keep orderly business records.  Visit: [cra-arc.gc.ca](http://www.cra-arc.gc.ca/) for Revenue Canada guides. |
| 1. FINANCING   Sources of financing | Visit Canada Business for grants, loans, and financial options [cbo-eco.ca](http://cbo-eco.ca/)  Visit your local financial institution for bank financing. |
| 1. COMPLYING WITH ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE (AODA)   These standards are rules that businesses in Ontario need to follow to identify, remove and prevent barriers so people with disabilities have more opportunities to participate in everyday life. | New accessibility requirements came into force on January 1, 2015 for the public sector and Ontario businesses.  The AODA includes five accessibility standards:   1. Customer service 2. Employment 3. Information and communications 4. Transportation 5. Design of public spaces   The accessibility compliance wizard will help you find out what you need to do to comply with Ontario’s accessibility laws or visit [aoda.ca](http://www.aoda.ca/) |
| 1. COMPLYING WITH CANADA’S ANTI-SPAM LEGISLATION (CASL) | Canada’s anti-spam legislation (CASL) came into effect July 1, 2014. It is in place to protect Canadians while ensuring that businesses can continue to compete in the global marketplace.  If you use electronic channels to promote or market your organizations’ products or services, Canada’s new anti-spam law may affect you. Visit [fightspam.gc.ca](http://fightspam.gc.ca/eic/site/030.nsf/eng/home) |
| 1. PRIVACY LEGISLATION IN CANADA (PIPEDA) | Since January 1, 2004, businesses have been subject to the *Personal Information Protection and Electronic Documents Act (PIPEDA)*. The Office of the Privacy Commissioner of Canada offers useful information to help businesses learn how they can comply with the Act. Visit [priv.gc.ca](https://www.priv.gc.ca/) |
| 1. SOCAN LICENSING (if applicable)   SOCAN Licences give you the freedom to play any music you want in your business, legally ethically and easily. | Society of Composers, Authors and Music Publishers of Canada (SOCAN)  Without SOCAN, Canadian businesses would have to get permission from every composer, songwriter, lyricist, and publisher of every musical work they intend to use. This permission is not granted when you buy music (CD’s, MP3s, music services, etc.) this only allows you to play the music in a private, non-business related setting. Visit [socan.ca/licensees/faq-licensing](http://www.socan.ca/licensees/faq-licensing) |
| 1. HIRING EMPLOYEES   Ensure you’re aware of your obligations as an employer when hiring employees. | Employment Related Registrations:  Canada Revenue Agency (CRA) Payroll Number: 1.800.959.5525 [cra-arc.gc.ca/bn](https://www.canada.ca/en/services/taxes/business-number.html)  Workplace Safety & Insurance Board (WSIB): 416.344.1000 or 1.800.387.0750 [wsib.on.ca](http://www.wsib.on.ca/WSIBPortal/faces/WSIBHomePage?_afrLoop=1542389161569000&_afrWindowMode=0&_afrWindowId=null#%40%3F_afrWindowId%3Dnull%26_afrLoop%3D1542389161569000%26_afrWindowMode%3D0%26_adf.ctrl-state%3D12k7teettx_4)  Employer Health Tax (EHT): 1.800.265.9969 [fin.gov.on.ca/en/tax/eht](https://www.fin.gov.on.ca/en/tax/eht/)  Employment Standards – Ministry of Labour: 905.577.6221 or 1.800.531.5551 [labour.gov.on.ca](https://www.labour.gov.on.ca/) |