

## Small Business Start-up Check List

### Provincial Requirements

- To conduct business in Alberta you need to register your: (We can do this for you or we can refer you to a lawyer if you choose not to set up yourself)
  - \* Trade name and/or partnership
  - \* Cooperative
  - \* Corporation
  - \* Extra-provincial company
  - \* Non-profit company
  - \* Society
- Obtain a minute book if not provided by the registry, have it completed and ensure to update it annually this is very important.
- Obtain any provincial or municipal business licenses.
- If you are hiring employees, register with (WBC) Worker's Compensation Board within 10 days of the employee's date of hire. As well obtain information on Employment Standards and Occupational Health & Safety
- If you are moving into a location and you need to make changes apply for a building permit before construction or renovations begin (we know a few amazing contractors!)

### Federal Requirements

- Register for your Federal business number. You will need your provincial documents to do this.
- Register for GST number (voluntarily or at \$30,000 gross sales)
- Register for Payroll if you will be having employees. As well obtain information on Employment Standards and Occupational Health & Safety
- Obtain Import/Export permits if transporting goods in and or out of Canada

### Other Recommended Steps

- Set up accounting system (we have you covered here)
- Set up business bank account, payment systems (credit, debit machine) (Ensure that this is separate from any personal use accounts)
- Purchase business insurance from insurance company/broker
- Set up record-keeping/filing system
- Set up your website, register your domain name, social media profiles, and order your business cards (we know some intuitively creative people that can help you out here to)