

# ✓ Starting a Sole Proprietorship or General Partnership Checklist

1.  **STRUCTURE DESCRIPTION:**

**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)

*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.*

**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)

2.  **REGISTERING A SOLE PROPRIETORSHIP or GENERAL PARTNERSHIP**

Business Name Registration for a Sole Proprietorship is required for all businesses operating in Ontario as a business name or trade name. The licence will provide you with a Business Identification Number (BIN) renewable every 5 years.

*Note: A business operating under the owner's exact personal name DOES NOT NEED to register.*

**Online Service by Credit Card:** [Ontario Business Registry](#)  
**\$60 for Registration or Renewal**, 24 hours a day, 365 days a year  
 You must create One Key ID to access information online

**In Person:**

City Hall at 71 Main St. W in Hamilton  
 Monday to Friday 8:30 a.m - 4:30 p.m payment by cash, credit card and debit

You may register your business at Halton Region Small Business Centre:  
 Monday - Friday 8:30 a.m.- 4:00 p.m. payment only available by credit card

[nuans.com](#) free name search to see if a Corporation already exists.

**Dissolve your business:** [Ontario Business Registry](#)

*Note: Limited Partnership can be registered with Ministry of Government Services 1-800-361-3223 this is a Corporate Structure, view Checklist for Starting a Corporation)*

3.  **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.

"Partnership Agreement" Template available in our Toolbox section  
[www.halton.ca/smallbusiness](http://www.halton.ca/smallbusiness)

4.  **WEBSITE**

*Register your domain name.*

Many options for creating your website are available on the internet.

You may also meet with one of our business consultants to discuss website needs for your business.

<p><b>5. <input type="checkbox"/> REGISTER A BUSINESS NUMBER</b></p> <p><i>Register for your Business Number (BN) as required: GST/HST - RT      Payroll - RP Import/Export - RM      Corporate Tax - RC</i></p>	<p>Contact Canada Revenue Agency (CRA) 1-800-959-5525 or <a href="http://cra-arc.gc.ca">cra-arc.gc.ca</a></p> <p><i>*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%.</i></p>
<p><b>6. <input type="checkbox"/> BUSINESS LICENCE</b></p> <p><i>Contact your city or town for other licensing, permits and zoning requirements for commercial or home businesses. <a href="http://bizpal.ca">bizpal.ca</a></i></p>	<p>City of Burlington 905-335-7600 <a href="http://burlington.ca">burlington.ca</a></p> <p>Town of Halton Hills 905-873-2601 <a href="http://haltonhills.ca">haltonhills.ca</a></p> <p>Town of Milton 905-878-7252 <a href="http://milton.ca">milton.ca</a></p> <p>Town of Oakville 905-845-6601 <a href="http://oakville.ca">oakville.ca</a></p>
<p><b>7. <input type="checkbox"/> REGISTER WITH INDUSTRY SPECIFIC AGENCY (if applicable)</b></p> <p><i>Determine whether any industry specific licenses and/or regulations that may apply to your business.</i></p>	<p>Many business including retail and service outlets, restaurant 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.</p> <p>Visit: <a href="http://bizpal.ca">bizpal.ca</a></p> <p>Ontario statutes of regulations: <a href="http://e-laws.gov.on.ca">e-laws.gov.on.ca</a></p>
<p><b>8. <input type="checkbox"/> REGISTER WITH WORKPLACE SAFETY &amp; INSURANCE BOARD (WSIB) (if applicable)</b></p>	<p>Contact Workplace Safety and Insurance Board: 416-344-1000 or 1-800-387-0750, <a href="http://wsib.on.ca">wsib.on.ca</a></p> <p>Under this 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 (some exceptions apply).</p>
<p><b>9. <input type="checkbox"/> OCCUPATIONAL HEALTH &amp; SAFETY ACT (OHSA)</b></p> <p><i>Prevent work-related illness and injury is the most important job at any workplace.</i></p>	<p>The OHSA legislates the rights and responsibilities for employers, supervisors and workers. Workplace safety is a shared responsibility.</p> <p>Visit <a href="http://labour.gov.on.ca">labour.gov.on.ca</a></p> <p>You may also meet with one of our business consultants to discuss insurance needs for your business.</p>
<p><b>10. <input type="checkbox"/> BANK ACCOUNT</b></p> <p><i>Open a business bank account.</i></p>	<p>Visit your local financial institution with a copy of your Master Business Licence or Article of Incorporation.</p> <p><i>*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.</i></p>
<p><b>11. <input type="checkbox"/> INSURANCE</b></p> <p><i>Ensure you and your business is protected.</i></p>	<p>There are different types of insurance that may apply to your business.</p> <ul style="list-style-type: none"> <li>- Property, contents, vehicle and business interruption insurance.</li> <li>- Liability insurance, accounts receivable and health insurance.</li> </ul> <p>Visit Canada Business Network: <a href="http://canadabusiness.ca">canadabusiness.ca</a></p> <p>You may also meet with one of our business consultants to discuss insurance needs for your business.</p>
<p><b>12. <input type="checkbox"/> BOOKKEEPING</b></p> <p><i>You're required to keep all your business records for six years.</i></p>	<p>When operating a business you're required to have an accounting system and keep orderly business records.</p> <p>Visit <a href="http://cra-arc.gc.ca">cra-arc.gc.ca</a> for Revenue Canada guides.</p> <p>You may also meet with one of our business consultants to discuss bookkeeping information for your business.</p>
<p><b>13. <input type="checkbox"/> FINANCING</b></p> <p><i>Sources of financing</i></p>	<p>Visit Canada Business for grants, loans, financial options <a href="http://cbo-eco.ca">cbo-eco.ca</a></p> <p>Visit your local financial institution for bank financing.</p> <p>Futurpreneur Canada - provides eligible young entrepreneurs age 18 - 39 with financing of up to \$60,000.</p> <p>Program information sessions available at Halton Region Business Centre or register online at <a href="http://www.halton.ca/smallbusiness">www.halton.ca/smallbusiness</a></p>

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**14.  COMPLYING WITH ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE (AODA)**

*These standards are rules that businesses and organizations in Ontario need to follow to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.*

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://aoda.ca).

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**15.  COMPLYING WITH CANADA'S ANTI-SPAM LEGISLATION (CASL)**

Canada's anti-spam legislation (CASL) 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)

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**16.  PRIVACY LEGISLATION IN CANADA (PIPEDA)**

The Office of the Privacy Commissioner of Canada offers useful information to help businesses learn how they can comply with the Personal Information Protection and Electronic Documents Act (PIPEDA).

Visit [priv.gc.ca](http://priv.gc.ca)

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**17.  ENTANDEM LICENSING (if applicable)**

*SOCAN (Society of Composers, Authors and Music Publishers of Canada ) and SOUND created licensing process to give you the freedom to play any music you want in your business, legally, ethically, and easily.*

Without Entandem, 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 [entandemlicensing.com](http://entandemlicensing.com)

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**18.  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](http://cra-arc.gc.ca/bn)

Workplace Safety & Insurance Board (WSIB) 416-344-1000 or 1-800-387-0750  
[wsib.on.ca](http://wsib.on.ca)

Employer Health Tax (EHT) 1-800-265-9969 [rev.gov.on.ca/en/tax/eh](http://rev.gov.on.ca/en/tax/eh)

Employment Standards - Ministry of Labour 905-577-6221 or 1-800-531-5551  
[labour.gov.on.ca/english/es/](http://labour.gov.on.ca/english/es/)

You may also meet with a business consultant to discuss hiring full time, part time or contractors for your business needs.

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**19.  BUSINESS CONSULTATIONS**

*Meet with one of our business consultants at Halton Regional Centre-Oakville, Halton Hills-Georgetown Library or Milton Education Village Innovation Centre.*

Halton Region Small Business Centre offers at no cost, 1 hour one-on-one consultation by appointment.

Dial our main line Monday to Friday 8:30am - 4:30pm  
905-825-6000 ext. 7900 or Toll Free 1-866-442-5866

Email us [smallbusiness@halton.ca](mailto:smallbusiness@halton.ca)

For more information visit [www.halton.ca/smallbusiness](http://www.halton.ca/smallbusiness)

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**20.  ACCESS TO PROFESSIONAL PROGRAM (ATP)**

*Connect with a local professional in the areas of accounting, business law, web design and more.*

Halton Region Small Business Centre can connect you with a local professional for a free 45 min. \*\*\*Requirement to meet with a Business Consultant for referral.

View full list of Professional at [www.halton.ca/smallbusiness](http://www.halton.ca/smallbusiness)