

BROOKS

Barristers & Solicitors

The following is a non-exhaustive list of the various registrations which are required when an OBCA corporation wishes to start up a business in Canada. It should be noted that certain registrations are particular to the type of business being operated. Additional information on start-up procedures and regulations can be obtained by contacting the Canada-Ontario Business Service Centre in Toronto toll-free at 1-800-567-2345 or (416) 775-3456 or online at www.cbcs.org/ontario.

1. Business Number

- (a) will be provided automatically after incorporating (but still need to provide information about directors and business activity).
- (b) can complete RC1 Request for Business Number, Parts A and F online at www.ccra-adrc.gc.ca (or fax to Attention: Business Window at 416.360.8908)
- (c) can be obtained quickly over the phone with the Canada Customs and Revenue Agency ("CCRA") (formerly known as Revenue Canada) Business Window Office, in Toronto, at 1-800-959-5525, by providing the following information:
 - the Corporation's legal name;
 - the certificate number;
 - the date of incorporation;
 - jurisdiction of incorporation;
 - the names of the directors, their Social Insurance Numbers, their home addresses, and day-time and home telephone numbers;
 - type of business; and
 - approximate annual sales.

Please note that a GST/HST account, a Payroll Deductions Account, an Import/Export Account and a Corporate Tax Account can also be obtained by completing the requisite sections of the RC1 Request for Business Number.

2. GST/HST Account

- (a) obtained through the CCRA; in Toronto, contact the CCRA Business Window at 1-800-959-5525
- (b) required for any business which is making over \$30,000.00; however, if the business is making under \$30,000.00 and wishes to obtain input tax credits, the business must register for a Business Number and a GST/HST Account
- (c) can be obtained by completing Part B of RC1 Request for Business Number, or over the phone with the CCRA Business Window Office, by providing the following information:
 - approximate annual sales;
 - provinces where business operations are located; and
 - address of permanent establishment of business.

3. Payroll Deductions Account

- (a) obtained through the CCRA; in Toronto, contact the CCRA Business Window at 1-800-959-5525 or by completing Part C of RC1 Request for Business Number, which asks for information including:
 - (i) pay period (*i.e.*, weekly, bi-monthly, monthly);
 - (ii) number of employees;
 - (iii) anticipated date of first payment to employees; and
 - (iv) whether the Corporation will be using a computer to calculate deductions (in which case the CCRA will provide them with a diskette to do so) or will be calculating the deductions manually (in which case the CCRA will provide them with a paper guide).
- (b) required only if the business has employees

Please note that Canada Pension Plan contributions, unemployment insurance and personal income tax on behalf of the federal government are all remitted under this account.

4. Import/Export Account

- (a) obtained through the CCRA; in Toronto, contact the CCRA Business Window at 1-800-959-5525
- (b) required only if importing or exporting goods
- (c) can be obtained by completing Part D of RC1 Request for Business Number, or over the phone with the CCRA Business Window Office, by providing the following information:
 - estimated value of goods being imported and/or exported; and
 - type of goods being imported and/or exported.

5. Corporate Tax Account

- (a) will be provided automatically with business number or can be obtained by completing Part E of RC1 Request for Business Number, or over the phone with the CCRA Business Window Office, by providing the same information requested under Section 1. Business Number; in Toronto, contact the CCRA Business Window at 1-800-959-5525.
- (b) required for any Corporation which is incorporated

6. Vendor Permit Number

- (a) required only if the Corporation will be selling tangible personal property (*i.e.*, making retail sales) in the Province of Ontario; call number below to confirm if required.
- (b) can be obtained by calling the number below or by completing an Application for Vendor Permit (at www.trd.fin.gov.on.ca) and submitting it to the Ontario Ministry of Finance, Retail Sales Tax Branch, along with a copy of the Articles of Incorporation, at the following address:

Ontario Ministry of Finance
Retail Sales Tax Branch
5 Park Home Avenue
Second Floor
North York, Ontario
M2N 6L4
Tel. (416) 222-6246
Toll Free 1-800-268-8852
Fax (416) 218-3738

- (c) application may be sent in by fax, although it is recommended that the original be sent by mail as well

7. Employer Health Tax

- (a) required only if the Corporation has a payroll which exceeds \$400,000.00 (if associated companies in Ontario, all such companies count in calculating the payroll amount)
- (b) obtained through the Ontario Ministry of Finance, Employer Health Tax Office at the number below, by providing the following information:
 - the Corporation's Business Number;
 - the date of incorporation;
 - the payroll commencement date;
 - the mailing and business address of the Corporation;
 - the gross payroll.

Alternatively, the form found at www.trd.fin.gov.on.ca can be sent together with a copy of the Articles of Incorporation and a consent addressed to the Employer Health Tax Office, permitting the person who is submitting the request to act on behalf of the Corporation, to the following address:

Ontario Ministry of Finance
Employer Health Tax Branch
5 Park Home Avenue
Second Floor
North York, Ontario
M2N 6L4
Tel. (416) 222-6246
Toll Free 1-800-268-8852
Fax (416) 218-3272

- (c) application may be sent in by fax, although it is recommended that the original be sent by mail as well

8. Workplace Safety & Insurance Board

- (a) most businesses must register with the Workplace Safety & Insurance Board (the "WSIB") as soon as they hire an employee; however, certain

industries are exempt from registering; call the WSIB to confirm whether registration is compulsory

- (b) obtained by completing an Employer Registration application (see www.wsib.on.ca) and sending it to the WSIB for processing
- (c) application must be sent to the WSIB prior to the employees commencing employment with the Corporation
- (d) application may be sent to the WSIB by fax at (416) 344-3410, or to the following address:

Workplace Safety & Insurance Board
200 Front Street West
Toronto, Ontario
M5V 3J1
Tel. (416) 344-1013
Toll Free 1-800-387-8638

- (e) takes 2 weeks to process the application

9. Non-Resident Account

- (a) required where payments, *i.e.*, rent, interest, dividends, will be made by a Canadian corporation to a non-resident; Canadian payer is required to withhold 10% of the payment and remit this amount to the CCRA by the fifteenth day of the month following the month in which the payment was made
- (b) account established by calling CCRA International Taxation at 1-800-267-3395, and providing them with the name, address and telephone number of the Canadian payer
- (c) the CCRA will then send the Canadian payer a "new remitter registration form" (which is optional to complete if the account is already established) and a remittance form to be used when the Canadian payer makes its first withholding tax remittance
- (d) the Canadian payer must file an NR4 return with the CCRA in respect of the payments made to the non-resident; NR4 return must be filed with the CCRA in Ottawa not later than March 31st of each year in respect of the preceding calendar year

Registrations Not Required

There is no need to register a Corporation with the Ministry of Labour in order to track their obligations under the *Employment Standards Act*.

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