

## New Sole Proprietorship

\*Desktop or laptop computers are best since mobile devices such as phones and tablets are not compatible with our online system.

\*The best internet browsers to use are either Mozilla Firefox or Google Chrome.

- Go to our website <https://ocbr.princeedwardisland.ca>
- Create an account to gain access to the system
- Log in after successful verification
- Click **Reserve A Name**
- Select **Business Type** as **Sole Proprietorship** then **Next**
- Select **Purpose** as **New**
- Complete application \$40.00
- You will receive 2 emails. First the receipt, second contains *Company Pin & Key*
- Go back into the system
- Click **Register a Business** drop down menu
- Click **Register Sole Proprietor**
- Click **Start Registration**
- Enter Company PIN & Key
- Click **Access my Business**
- Complete application \$90.00

Once approved by our office, you will receive a Certificate of Registration sent by email to all contacts listed. This registration is valid for 3 years and the fee is \$75 every 3 years. All contacts will receive future email notifications when renewal is due. Please ensure that you keep your email and contact information up to date so that you don't miss any notifications.

If you have any questions, please contact us at 902-368-4550, [askcorporateregistry@gov.pe.ca](mailto:askcorporateregistry@gov.pe.ca) or [ccs@gov.pe.ca](mailto:ccs@gov.pe.ca).

To obtain your previously issued Business Number, please contact *Canada Revenue Agency* at 1-800-959-5525.