



INSTRUCTIONS FOR:

The Application to Register Business Name (Sole Proprietorship) Form

A Business Name is the name under which a business is carried on or is to be carried on and includes a firm name. A person who carries on a business by himself, with or without employees, is called a sole proprietor. If a person wishes to operate under a business name, the name must be registered under the *Partnership and Business Names Act*.

Before a name can be registered, it must be approved by Corporate Registries staff. Name requirements are set out in the *Partnership and Business Names Act* and the *Partnership and Business Names Regulations*. When choosing a name, keep the following basic principles in mind: Your name should not be too similar to the name of another business. The more unique the name, the more likely it is to be approved.

- A partnership or business name must not exceed 120 characters in length, including punctuation and spaces.
- Names may contain the punctuation, characters or other marks listed in s. 9(1) of the *Partnership and Business Names Regulations*.
- Names may contain only letters or characters of the French or English language, including accents.
- Names may contain Arabic numerals only.
- A name must not contain a word or expression that is obscene or connote a business that is scandalous, obscene or immoral.
- The name is not primarily a combination of punctuation or other marks
- The name must not be primarily or only the name or surname of an individual
- The first character of the name is an Arabic numeral or a letter or character of the English or French language.

For additional requirements, please consult the *Partnership and Business Names Act* and *Partnership and Business Names Regulations*.

- Before submitting documents for registering your name, a name search and reservation is required. You must complete an *Application for Name Search and Reservation* form and submit it to Corporate Registries, along with the fee of **\$25.00**.
- Once you have had your name approved, you have 90 days to register the Business Name by filing *Application to Register a Business Name*, along with a fee of **\$50.00**.

For any forms submitted to the Corporate Registry, the following rules apply:

- Forms may be filled out by typing or printing neatly.
- The business owner must sign the form in ink.
- The original signed forms must be forwarded by hand or mail to Corporate Registries. Faxes, email or other electronic delivery will not be accepted.

Please note that once your Business name is registered, **it must be renewed every 4 years** to remain active.

Where can we be contacted?

Corporate Registries

Government of the Northwest Territories, Dept. of Justice
1st Floor Stuart M. Hodgson Building
5009 49th Street, PO Box 1320
Yellowknife NT X1A 2L9 Canada

Phone: 1(867) 767-9304

Fax: 1(867) 873-0243

Toll Free: 1(877) 743-3302

Email: corporateregistries@gov.nt.ca

Hours of Operation: 9:30 AM to 4:00 PM Monday to Friday

Website: <https://www.justice.gov.nt.ca/en/business-names/>