



## INSTRUCTIONS FOR: Application to Register Business Name (Sole Proprietorship) *Partnership and Business Names Act*

**No spaces may be left blank;** all spaces must be completed with applicable information. For additional requirements, please consult the *Partnership and Business Names Act* (PBA) and *Partnership and Business Names Regulations*.

- The completed form must be submitted in duplicate, together with the fee of **\$50.00**.
- Once your Business Name (Sole Proprietorship) is registered, it **must be renewed every 4 years** in order to remain active.

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

- Forms may be filled out by typing or neatly hand writing in ink.
- The original signed forms must be mailed or delivered by hand or mail to the Corporate Registries office; faxes, email, or other electronic delivery will not be accepted.

### **Additional Required Documents and Considerations:**

- If not previously submitted, a Northwest Territories Application for Name Search and Reservation Form **must** be included, together with its prescribed fee of \$25.00.
- If you are an unincorporated business operating within the Northwest Territories, **you must register** under the *Partnership and Business Names Act*. Registering defines your business as a legal entity; determining who can make decisions and who is liable for damages caused by the business.
- You **are only exempt** from registration if you conduct business using your own, exact legal name (e.g. if your name is "John Smith" and you conduct business as "John Smith Consulting", you must still register, as "Consulting" is not part of your personal legal name).

### **Mail or deliver by hand to:**

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  
Toll Free: 1(877) 743-3302  
Fax: 1(867) 873-0243  
Email: [corporateregistries@gov.nt.ca](mailto: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/>

# Application to Register Business Name (Sole Proprietorship)

## *Partnership and Business Names Act*

- Section 1**
- a. Set out the **full name** of the business. This must appear **exactly** as the name provided in Section 1 of your Application for Name Search and Reservation.
  - b. Check the applicable box and ensure that, if not previously submitted and approved, the required Application for Name Search and Reservation and fee is attached and included.
- Section 2** Set out the complete name of the individual OR the corporation **using** the business name.
- If the business name is to be registered to an individual, set out the complete first and last name of the individual; if the business name is to be registered to an incorporated company, set out the full legal name of the corporation.
  - Set out the complete residential address of the individual, OR the complete address of the main office of the corporation, including postal and street address, and postal code. **A physical address must be provided**; if a street address is not available, a physical location such as a house number or a legal property description (e.g. Lot, Block and Plan) **must** be provided.  
The address is not required to be located within the Northwest Territories.
- Section 3** Set out the complete postal and street address **of the business**, including postal code. If a street address is not available, a physical location such as a house number or a legal property description (e.g. Lot, Block and Plan) **must** be provided.  
The address is not required to be located within the Northwest Territories.
- Section 4** Set out the date of first use of the business name; the date may be today's date, or may be a past date. The date **may not** be set in the future.
- Section 5** Set out the nature of business the business engages in. The description may be brief, but must be clear; e.g. if "consulting" is offered, ensure that the nature of consulting is specified (business, technological, financial).
- Signatory Section** The individual using the business name OR an authorized Director or Officer of the corporation using the business name must date sign the form with their **original signature**. The signature must **not** be a copy, a stamp, or an electronic signature.