



INSTRUCTIONS FOR:

Application to Renew Business Name (Sole Proprietorship)

Partnership and Business Names Act

No questions may be left unanswered. All questions must be answered by checking “yes” or “no”; spaces must be completed with information where applicable. 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**.
- Your Business Name (Sole Proprietorship) **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 Considerations:

- If your Business Name (Sole Proprietorship) registration **has already expired, you will need to re-register** by submitting a Northwest Territories Application for Name Search and Reservation - \$25.00, and an Application to Register Business Name (Sole Proprietorship) - \$50.00.
- If you are an unincorporated business operating within the Northwest Territories, **you must be registered**, per the *Partnership and Business Names Act*. Registration 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 be registered, 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
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 Renew Business Name (Sole Proprietorship)

Partnership and Business Names Act

- Section 1** Set out the **full name** of the business. This is the name which appeared on your Application to Register Business Name (Sole Proprietorship) when registered with the Corporate Registries Office of the Northwest Territories.
The business name **may not be amended/changed**.
- Section 2** Set out the six digit registration number. This is the number which was assigned and provided to you by the Corporate Registries Office upon registration of your Business Name (Sole Proprietorship) within the Northwest Territories.
- Section 3** Check the applicable box. If “no” is checked, set out the complete current address of the individual OR corporation **using** the business name, including postal and street address, and postal code.
For an individual, provide the complete current residential address; for a corporation, provide the complete current address of the main office of the corporation. **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 4** Check the applicable box. If “no” is checked, set out the complete current 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 5** Check the applicable box. If “no” is checked, set out the current 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.