



## Starting a Business in Manitoba Checklist

This checklist is designed to serve as a guide for those thinking of starting a business as well as those who have already made the decision but aren't sure where to begin.

One of the most common questions when starting a business is: "Where do I begin?" This checklist will help answer that question and serve as a guide for the steps you need to take.

TASKS TO BE TAKEN		RESOURCES	
1.	<p><b>GETTING STARTED AS AN ENTREPRENEUR</b> <i>Get help to decipher all the information.</i></p>	<p>At the Business InfoCentre (BIC) we offer business guidance, seminars and start-up info package to equip yourself with all the tools you may need along the winding road of starting a business. We are your one-stop shop for business-related questions at any time during the process.</p> <p>World Trade Centre Winnipeg (WTC Winnipeg) Business InfoCentre 219, Provencher Blvd, 3<sup>rd</sup> Floor Winnipeg, MB R2H 0G4 Phone: 204-984-2272 Toll free: 1-800-665-2019 Email: <a href="mailto:cbn@wtcwinnipeg.com">cbn@wtcwinnipeg.com</a> Website: <a href="http://www.wtcwinnipeg.com/bic">www.wtcwinnipeg.com/bic</a></p>	<input type="checkbox"/>
2.	<p><b>MARKET RESEARCH</b> <i>Solidify your market research for the drafting of your business plan.</i></p>	<p>With access to 100+ databases, the BIC can help. We offer customized research including demographics, statistics, business trends, etc.</p>	<input type="checkbox"/>
3.	<p><b>DEVELOP A BUSINESS STRATEGY – BUSINESS PLAN</b> <i>How will you finance your business? Banks and other lenders or investors will often require a written business plan.</i></p>	<p>This is an essential step and critical for the planning and success of your business. Templates can be found in Microsoft Word (under templates – business plan start-up business) or check with your bank for their template.</p>	<input type="checkbox"/>
4.	<p><b>FINANCING</b> <i>Find grants, loans, and financial assistance programs and services.</i></p>	<p>Find grants and loan programs by entering keyword searches on BizPaS (Business Programs and Services):</p> <ul style="list-style-type: none"> <li><a href="http://www.gov.mb.ca/business/bizpas/">www.gov.mb.ca/business/bizpas/</a></li> </ul> <p>Find financial assistance programs on the government of Manitoba website:</p> <ul style="list-style-type: none"> <li><a href="http://www.db.itm.gov.mb.ca/Databases/BRC/ProgServ.nsf/AllProg-A?openview">www.db.itm.gov.mb.ca/Databases/BRC/ProgServ.nsf/AllProg-A?openview</a></li> </ul>	<input type="checkbox"/>

		Find government grants, loans and financing on the Canada Business Network (CBN) website: <ul style="list-style-type: none"> <li>www.canadabusiness.ca/eng/program/search/sgc-46/</li> </ul>	
5.	<b>BUSINESS STRUCTURE</b> <i>Sole Proprietorship,  Partnership or Corporation</i>	Consider and select the most appropriate business structure to operate your business: Sole Proprietorship, Partnership or Corporation. Information: <ul style="list-style-type: none"> <li>www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04839.html</li> <li>www.umanitoba.ca/afs/agric_economics/MRAC/structures</li> </ul>	<input type="checkbox"/>
6.	<b>BUSINESS NAME</b> <i>Submit your Business Name  Request for approval.</i>	Companies Office 1010-405 Broadway Winnipeg, MB R3C 3L6 Phone: 204-945-2500 Toll free: 1-888-246-8353 (in Manitoba) Email: companies@gov.mb.ca Website: http://companiesoffice.gov.mb.ca/index.html	<input type="checkbox"/>
7.	<b>REGISTER BUSINESS</b> <i>Register the business with your  chosen structure using your name  approval.</i>	Companies Office 1010-405 Broadway Winnipeg, MB R3C 3L6 Phone: 204-945-2500 Toll free: 1-888-246-8353 (in Manitoba) Email: companies@gov.mb.ca Website: companiesoffice.gov.mb.ca/index.html	<input type="checkbox"/>
8.	<b>BANK ACCOUNT</b> <i>Open a business bank account.</i>	Visit your local financial institution with a copy of your Business Registration Number. (If you are in a partnership or corporation they may request the partnership agreement or articles of corporation.)	<input type="checkbox"/>
9.	<b>WEBSITE</b> <i>Consider reserving the domain  name of your company to establish  your website.</i>	Use a search engine to find a domain registrar to secure a domain name for your website (e.g. www.yourwebsite.com).	<input type="checkbox"/>
10.	<b>PST/RST</b> <i>Open accounts under your  Business Number (BN).</i>	Manitoba Finance – Taxation Division 101-401 York Avenue Winnipeg, MB R3C 0P8 Phone: 204-945-6444 Toll free: 1-800-564-9789 (in Manitoba) E-mail: MBTax@gov.mb.ca Website: www.gov.mb.ca/finance/taxation	<input type="checkbox"/>
11.	<b>GST</b> <i>Open accounts under your  Business Number (BN).</i>	Canada Revenue Agency Check out: CRA Business Videos Toll free: 1-800-959-5525 Website: www.cra-arc.gc.ca/bsnsss/menu-eng.html	<input type="checkbox"/>
12.	<b>BUSINESS LICENCE</b>	City of Winnipeg	

	<i>Contact your municipality for a business license. (In Winnipeg there are 27 business activities that require licenses.)</i>	License Branch Unit 18, 30 Fort Street Winnipeg, MB R3C 4X3 Phone: 204-986-5140 Website: <a href="http://www.winnipeg.ca/cms/license_branch">www.winnipeg.ca/cms/license_branch</a>	<input type="checkbox"/>
13.	<b>HOME OCCUPANCY PERMIT ZONING AND OTHER PERMITS</b> <i>Contact your municipality for regulations regarding zoning and permits.</i>	City of Winnipeg Zoning and Permits Branch Unit 31, 30 Fort Street Winnipeg, MB R3C 4X7 Phone: 204-986-5140 Website: <a href="http://www.winnipeg.ca/ppd/permits/permits_online.stm">www.winnipeg.ca/ppd/permits/permits_online.stm</a> ; <a href="http://www.winnipeg.ca/ppd/zoning.stm">www.winnipeg.ca/ppd/zoning.stm</a>	<input type="checkbox"/>
14.	<b>DIRECT SELLERS/VENDORS LICENSE</b> <i>Are you planning to advertise on business cards, flyers etc.) If you have a retail location you may not need a vendor's license).</i>	Tourism, Culture, Heritage, Sport and Consumer Protection Phone: 204-945-3800 Toll free: 1-800-782-0067 Email: <a href="mailto:consumers@gov.mb.ca">consumers@gov.mb.ca</a> Website: <a href="http://www.gov.mb.ca/cca">www.gov.mb.ca/cca</a>	<input type="checkbox"/>
15.	<b>LAWS &amp; REGULATIONS</b> <i>Determine whether any industry specific licenses, certification and/or regulations that may apply to your business.</i>	Visit your industry specific association/chamber/society for more information.	<input type="checkbox"/>
16.	<b>INSURANCE</b> <i>Ensure your business is protected.</i>	Visit the Insurance Bureau of Canada at <a href="http://www.ibc.ca">www.ibc.ca</a> to learn what kind of coverage your business needs.	<input type="checkbox"/>
17.	<b>IMPORTING/EXPORTING</b> <i>Tailored to meet the border and trade information needs of small and medium-sized enterprises (SMEs), these resources will help SMEs comply with CBSA requirements.</i>	Canada Border Service Agency (CBSA) Small Medium Enterprise Centre Step by Step guide to Importing /Exporting Toll free: 1-800-461-9999 (in Canada) Calls outside Canada: 1-204-983-3500 (long distance charges apply) Email: <a href="mailto:contact@cbsa.gc.ca">contact@cbsa.gc.ca</a> Website: <a href="http://www.cbsa-asfc.gc.ca">www.cbsa-asfc.gc.ca</a>	<input type="checkbox"/>

## HIRING EMPLOYEES?

TASKS TO BE TAKEN		RESOURCES	
18.	<p><b>EMPLOYMENT STANDARDS ACT</b>  <i>Ensure you're aware of your requirements as an employer under the Employment Standards Act.</i></p>	<p>Employment Standards Manitoba            Phone: 204-945-3352            Toll free: 1-800-821-4307            Email: Employmentstandards@gov.mb.ca            Website: www.gov.mb.ca/labour/standards/</p>	<input type="checkbox"/>
19.	<p><b>PAYROLL DEDUCTIONS</b>  <i>Open a Payroll Deductions account under your existing Business Number (BN) or obtain a BN if you don't already have one.</i></p>	<p>Call the Canada Revenue Agency at 1-800-959-5525 or for information on the forms required, how to calculate the required deductions, and how to remit them to CRA.</p>	<input type="checkbox"/>
20.	<p><b>WORKERS COMPENSATION</b>  <i>Register for workers compensation coverage for your employees and yourself.            Self-employed individuals can obtain coverage through WCB.</i></p>	<p>Worker's Compensation Board of Manitoba            333 Broadway            Winnipeg, MB R3C 4W3            Phone: 204-954-4321            Toll free: 1-800-362-3340            Email: wcb@wcb.mb.ca            Website: www.wcb.mb.ca</p> <p>Workplace Safety and Health            Phone: 204-945-6848            Toll free: 1-866-888-8186            Email: wshcompl@gov.mb.ca            Website: www.gov.mb.ca/labour/safety/</p>	<input type="checkbox"/>

## REQUIREMENTS FOR KEEPING BUSINESS RECORDS

If you're operating a business or have self-employment income, you need to set up an orderly record and accounting system. It's recommended that you contact a qualified accountant to assist you. You're required to keep all your business records for six years.