

## Starting a Business Checklist: Parkland Region

This checklist is designed to serve as a guide for those who are thinking of starting a business and those who have decided to start a business already but are not sure where to start. The checklist will help provide steps in order on how to start a business in the Parkland Region and include local resources to assist with your start-up. Remember, this is only a guide, steps can be completed in different order or sections omitted depending on business type and size.

TASKS TO BE COMPLETED		RESOURCES
1.	<b>AM I READY TO START MY OWN BUSINESS –</b> Self evaluation	<p>It is important to think of the critical aspects of business readiness to be self-employed. Ask yourself those important questions such as:</p> <ul style="list-style-type: none"> <li>• Do I have the education or experience to make this idea a success?</li> <li>• Do I have the stamina and health to invest in my own business?</li> <li>• Am I ok with making the sacrifices or risks necessary for the business to succeed? Am I ok with putting in additional hours if needed?</li> <li>• How much capital will I need, what do I have to contribute to the business to have some “skin in the game”, owners’ equity, savings, collateral available?</li> <li>• How is my credit history? Have I made my past loan payments etc. on time? Any collections on file?</li> <li>• Do I have a solid support network to help me through this journey?</li> </ul>
2.	<b>EVALUATE YOUR BUSINESS IDEA –</b> Complete business plan	<p>Complete market research and a full business plan to thoroughly think through and evaluate your business idea. Business plan will include:</p> <ul style="list-style-type: none"> <li>• Who are your customers?</li> <li>• What are the features/benefits of your product/service?</li> <li>• What is your geographic trade area?</li> <li>• Who are your competitors?</li> <li>• Are there any current trends in the industry?</li> <li>• What will you need for capital to start up?</li> </ul> <p>Community Futures Parkland offers a comprehensive business plan guide and template which can be downloaded off our website at:  <a href="https://cfmanitoba.ca/parkland-services/parkland-business-services">https://cfmanitoba.ca/parkland-services/parkland-business-services</a></p> <p>It may be beneficial to evaluate your idea with your local economic development department, municipality, or chamber of commerce.</p>
3.	<b>DETERMINE BUSINESS STRUCTURE</b>	<p>Most businesses operate as one of the following:</p> <ul style="list-style-type: none"> <li>• Sole proprietorship – you are sole owner</li> <li>• Partnership – owned between two or more people</li> <li>• Corporation – separate legal entity</li> </ul> <p>More information, as well as pros and cons of each type can be found at:  <a href="https://canadabusiness.ca/starting/before-starting-your-business/corporation-partnership-or-sole-proprietorship/">https://canadabusiness.ca/starting/before-starting-your-business/corporation-partnership-or-sole-proprietorship/</a></p>
4.	<b>SECURE YOUR FINANCING</b>	<p>Enough money must be available to cover business start-up costs and daily operating expenses for at least 3 months. You may require additional financing to purchase business equipment, buildings, or inventory. It is recommended to have a completed business plan prior to applying for financing. Financing options include:</p> <p>Community Futures Parkland  Issues loans of up to \$150,000 on approved credit applications. You can find our loan application at the following link and submit to the following email address:</p>

		<ul style="list-style-type: none"> <li>• <a href="https://cfmanitoba.ca/parkland-services/parkland-business-services">https://cfmanitoba.ca/parkland-services/parkland-business-services</a></li> <li>• <a href="mailto:bdc@communityfuturesparkland.ca">bdc@communityfuturesparkland.ca</a></li> </ul> <p>Visit your local financial institution to enquire about financing for your business. They may have access to additional programs listed below:</p> <ul style="list-style-type: none"> <li>• Rural Entrepreneur Assistance program through MASC. More details found at: <a href="https://www.masc.mb.ca/masc.nsf/program_rural_entrepreneur_assistance.html">https://www.masc.mb.ca/masc.nsf/program_rural_entrepreneur_assistance.html</a></li> <li>• Canadian Small Business Financing Program through Government of Canada. More details found at: <a href="http://www.ic.gc.ca/eic/site/csbfpfpec.nsf/eng/h_la02296.html#q2">http://www.ic.gc.ca/eic/site/csbfpfpec.nsf/eng/h_la02296.html#q2</a></li> </ul> <p>For more information about government, private and venture capital sources of financing visit Entrepreneurship Manitoba at: <a href="http://www.entrepreneurshipmanitoba.ca/financial-programs">http://www.entrepreneurshipmanitoba.ca/financial-programs</a></p>
5.	<b>CHOOSE, RESERVE, &amp; REGISTER YOUR BUSINESS NAME</b>	<p>If your business name is anything other than your personal name, you will need to have it approved by and then registered with the Companies Office of Manitoba. It is a good choice to have a few business name options in case the name you want is not available.</p> <p><b><u>Steps in order are listed below:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Request for Name Reservation \$45</b> This step will ensure the name you have chosen has not already been taken. If approved, it will be reserved for 90 days. If rejected, you must choose a different name and pay the \$45 again. You can search the registry yourself by creating a username and password at the following link and clicking on "Companies Online". <a href="http://companiesoffice.gov.mb.ca/search_registry.html">http://companiesoffice.gov.mb.ca/search_registry.html</a></li> <li><b>2. Business Name Registration \$60</b> If your requested name was approved, file the registration forms before your reservation expires. All instruction sheets and related fee information is located at the following link: <a href="http://companiesoffice.gov.mb.ca/forms.html">http://companiesoffice.gov.mb.ca/forms.html</a></li> <li><b>3. Renew Business Name Registration \$60</b> Every 3 years you will have to renew your business name registration. If incorporated, you will be required to file an annual return every year.</li> </ol> <p>* Once it's registered, you will receive a confirmation letter which will include your Business Registration Number (BN).</p> <p><b><u>Registering as an incorporated business:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Request for Name Reservation \$45</b> (same instructions as above)</li> <li><b>2. Filing Articles of Incorporation</b></li> </ol> <p>For more information on registering an incorporated business provincially or federally, please visit the following resources:</p> <p>COMPANIES OFFICE OF MANITOBA (204) 945-2500 Toll Free: (888) 246-8353 <a href="mailto:companies@gov.mb.ca">companies@gov.mb.ca</a></p> <p>CORPORATIONS CANADA (866) 333-5556 <a href="http://www.corporationscanada.ic.gc.ca">www.corporationscanada.ic.gc.ca</a></p>

6.	<b>ONE BUSINESS, ONE NUMBER</b> – Business number (BN)	When you register your business with CRA, Companies Office, or Taxation Division of MB, you are assigned a business number. It is a unique 9 digit identifier followed by 6 characters which identify the account. If you registered your business name in step 5, you will now have a (BN) for your business. Provide this business number when registering for sales tax or when communicating with the organizations listed above.	
7.	<b>BANK ACCOUNT</b> – Open a business bank account	Visit your local financial institution with confirmation of your Registered Business Name and Business Number (BN). You will also need to provide 2 pieces of I.D. 1 Primary I.D. (photo) and 1 secondary I.D. (such as birth certificate)  If a partnership, they may require a copy of your partnership agreement.  If a corporation, they may require a copy of your articles of incorporation, shareholder breakdown, or borrowing by laws.	
8.	<b>WEBSITE OR SOCIAL MEDIA ACCOUNTS</b> – Establish your presence to start advertising a grand opening.	Secure your website or social media accounts to start communicating with potential customers, advertising for a grand opening, and developing brand awareness.  May want to use a search engine to find a domain registrar to secure a domain name for your website and email address. Begin by searching to see if your website is available ex) <a href="http://www.yourwebsite.ca">www.yourwebsite.ca</a>	
9.	<b>REGISTER FOR PST/RST</b> – Open accounts under your Business Number (BN)	Retail sales tax is a provincial sales tax applied to the retail sale or rental of most goods and certain services in Manitoba. The tax is calculated on the selling price before the GST (Good and Services Tax) is applied. The RST tax rate is 8%. More information can be found at: <a href="https://www.gov.mb.ca/finance/taxation/taxes/retail.html">https://www.gov.mb.ca/finance/taxation/taxes/retail.html</a>  To apply to register for retail sales tax you can fill out the corresponding form at: <a href="https://www.gov.mb.ca/finance/taxation/forms.html#retail">https://www.gov.mb.ca/finance/taxation/forms.html#retail</a>  Application form can be sent to: MANITOBA FINANCE, TAXATION DIVISION 101 – 401 YORK AVENUE WINNIPEG, MB. R3C 0P8  For additional questions contact MANITOBA FINANCE directly at: (204) 945-5603 or toll free (800) 782-0318 <a href="mailto:mbtax@gov.mb.ca">mbtax@gov.mb.ca</a> <a href="http://www.gov.mb.ca/finance/taxation">www.gov.mb.ca/finance/taxation</a>	
10.	<b>REGISTER FOR GST/HST</b> – Open accounts under your Business Number (BN)	Goods and services tax is a national sales tax applied to the majority of sales. As soon as your business generates \$30,000 in sales within a fiscal year, you must register for a GST account. It is important to speak directly with your accountant to see if your business is required to pay GST. For further information and registration forms, visit:  <a href="https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/register-a-gst-hst-account.html">https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/register-a-gst-hst-account.html</a>  For additional questions contact CANADA REVENUE AGENCY directly at: (800) 959-5525 or toll free (800) 782-0318	
11.	<b>MUNICIPAL BUSINESS LICENSES</b> – Contact your local municipality for a business license	It is important to notify your local municipality that you are planning to start a business and obtain a formal business license. The municipality may have regulations in place regarding location, zoning, new structures, permits, by laws, and other rules and regulations that could impact your business startup activities. They may also require fire inspections, electrical inspections, etc. Therefore, it is important to keep your municipality apprised of your business plans.	

12.	<b>INDUSTRY/TRADE SPECIFIC LICENSES –</b> Determine whether any industry specific licenses, certifications, and/or regulations apply to your business	Industry specific licenses you may need to apply for would include ex) liquor license through Manitoba Liquor & Lotteries, Manitoba Health & Food Safety inspections and food handlers certificates, or completed trade certifications such as red seal chefs, plumbers, or hair dressers.  You can identify permit and licensing requirements at: <a href="http://www.bizpal.ca">www.bizpal.ca</a> It is a free online tool to streamline your business permit and licensing experience. The step by step process generates a customized list of permits and licenses you may need from all levels of government.	
13.	<b>SOCAN (Society of Composers, Autors, and Music Publishers of Canada)</b>	A license is required for those who want to play or broadcast music. This includes broadcasters, promoters, retail stores, restaurants, venue operators, etc. The cost of a SOCAN license depends on range of factors. Failure to purchase a SCOAN license can result in a fine. Contact SOCAN for further questions at:  SOCAN – LICENSING Toll free (866) 944-6210 <a href="mailto:license@socan.ca">license@socan.ca</a> <a href="http://www.socan.ca/">http://www.socan.ca/</a>	
14.	<b>SUPPLIER SET UP –</b> Determine your chosen suppliers and get accounts set up with them.	At this time you may want to set up accounts with your suppliers, will you be purchasing on credit? What are their repayment terms? Do they have an application process? Are they aware you will require supplies from them in the future? Now would be a good time to make sure your suppliers are lined up and you are communicating with sales representatives. Depending on the type of supplier, it can take time to get your account activated with them.	
15.	<b>INSURANCE –</b> Ensure your business is protected	There are many different types of business insurance. Depending on the nature of your business and its level of risk, you may want to look at multiple levels of insurance. Business insurance can cover accounts receivable, business interruption, commercial property, crime, and professional liability. If you are applying for financing you may need additional life and/or disability insurance or creditor insurance to cover your loans. It is best to speak with an insurance professional to determine what types of insurance best suit your business needs.  More information on types of business insurance can be found at: <a href="http://www.ibc.ca/on/business/business-insurance-coverage">http://www.ibc.ca/on/business/business-insurance-coverage</a>	
16.	<b>PAYMENTS –</b> It's important to decide and organize how you will be accepting payment from customers.	Are you planning to accept debit and credit, cheques, and cash? Now is the time to organize your payment options. You may need to apply for a point of sale terminal (POS machine) to accept payment from debit or credit cards. Maybe using a mobile option such as Square is more suitable. Or maybe your customers will e-transfer?  Are you planning to have an accounts receivable and people can pay you in 30 days? Or will they be paying on the spot? It is important to think through how you are willing to accept payment and how it may affect your cash flow.	
17.	<b>ACCOUNTING &amp; RECORD KEEPING –</b> Important to keep accurate business records for 6 years.	If you are operating a business or have self-employment income, you need to set up an orderly record and accounting system. It is recommended that you contact a qualified accountant to assist you. You are required to keep all your business records for six years. Do you have a cash register or software to track your sales? Have you created your own spreadsheets you plan to use? Are you thinking of purchasing QuickBooks or Sage? Are you aware of your record retention requirements?	
18.	<b>LAWYER –</b> Will you need a lawyer to assist with your business set up?	Lawyers can help to examine business needs. You may need their assistance with navigating the many forms and legal documents, if you need to incorporate, providing support with trademarks, copyright, reviewing lease documents, rental agreements, sale agreements, or other business requirements.	

19.	<b>IMPORTING/EXPORTING</b> – Ensure you meet the border and trade information needs of small and medium sized enterprises	If your business involves importing or exporting, it is important to make sure you comply with CBSA requirements. It is best to contact them directly for more information at:  CANADA BORDER SERVICE AGENCY (CBSA) SMALL MEDIUM ENTERPRISE CENTER (800) 461-9999 (in Canada) (204) 983-3500 (outside of Canada) <a href="mailto:contact@cbsa.gc.ca">contact@cbsa.gc.ca</a> <a href="http://www.cbsa-asfc.gc.ca">www.cbsa-asfc.gc.ca</a>	
20.	<b>HIRING EMPLOYEES –</b> Ensure you are aware of employer requirements, payroll deductions, and workers compensation	If your business requires the hiring of employees, complete the following steps:  Contact EMPLOYMENT STANDARDS MANITOBA to ensure you fully understand and are aware of your requirements under the Employment Standards Act. (204) 945-3352 (800) 821-4307 <a href="mailto:employmentstandards@gov.mb.ca">employmentstandards@gov.mb.ca</a> <a href="http://www.gov.mb.ca/labour/standard">www.gov.mb.ca/labour/standard</a>  Contact CANADA REVENUE AGENCY for information on forms required, open a payroll deductions account under existing business number, how to calculate required deductions, and how to remit them to CRA. (800) 959-5525  Contact WORKERS COMPENSATION BOARD OF MANITOBA to register workers compensation coverage for your employees and yourself. Self-employed individuals can obtain coverage through WCB. 333 Broadway Winnipeg, MB R3C 4W3 (204) 954-4321 (800) 362-3340 <a href="mailto:wcb@wcb.mb.ca">wcb@wcb.mb.ca</a> <a href="http://www.wcb.mb.ca">www.wcb.mb.ca</a>  WORKPLACE HEALTH & SAFETY - BRANDON (204) 726-6361 (855) 957-7233 <a href="mailto:wshcompl@gov.mb.ca">wshcompl@gov.mb.ca</a> <a href="http://www.gov.mb.ca/labour/safety">www.gov.mb.ca/labour/safety</a>	
21.	<b>ESTABLISH A NETWORK –</b> Get in contact with potential customers, partners, and organizations that can assist your business	It's important to get your name out there and start advertising what you do or have to offer. It's also important to stay aware of what else is happening in the community to spot potential opportunities for your business. Below is a list of contacts you may want to join or <u>subscribe to their newsletters</u> :  COMMUNITY FUTURES PARKLAND 421 Main Street, Grandview MB. R0L 0Y0 (204) 546-5100 <a href="mailto:info@communityfuturesparkland.ca">info@communityfuturesparkland.ca</a> <a href="https://cfmanitoba.ca/parkland">https://cfmanitoba.ca/parkland</a>  DAUPHIN CHAMBER OF COMMERCE 100 Main Street South, Dauphin, MB R7N 1K3 (204) 622-3140 <a href="mailto:office@dauphinchamber.ca">office@dauphinchamber.ca</a> <a href="https://dauphinchamber.ca/">https://dauphinchamber.ca/</a>	

		<p>SWAN VALLEY CHAMBER OF COMMERCE  1500 Main St, Swan River, MB R0L 1Z0  (204) 734-3102  <a href="mailto:chamberofcommerce@chamber8.ca">chamberofcommerce@chamber8.ca</a>  <a href="https://www.swanvalleychamber.com/">https://www.swanvalleychamber.com/</a></p> <p>ROBLIN CHAMBER OF COMMERCE  (204) 937-3194  <a href="mailto:rdcoc@mts.net">rdcoc@mts.net</a>  <a href="http://www.roblinmanitoba.com/index.php?pageid=buscoc">http://www.roblinmanitoba.com/index.php?pageid=buscoc</a></p> <p>RUSSELL &amp; DISTRICT CHAMBER OF COMMERCE  (204) 773-2456  <a href="mailto:chamber@mrbgov.com">chamber@mrbgov.com</a>  <a href="http://russellbinscarth.com/main.asp?fxoid=FXMenu,1&amp;cat_ID=3&amp;sub_ID=23">http://russellbinscarth.com/main.asp?fxoid=FXMenu,1&amp;cat_ID=3&amp;sub_ID=23</a></p> <p>ROSSBURN CHAMBER OF COMMERCE  <a href="https://rossburn.ca/business/chamber-of-commerce/">https://rossburn.ca/business/chamber-of-commerce/</a></p> <p>TAKE THE LEAP – MB ENTREPRENEUR CONFERENCE  (204) 647-2358  <a href="mailto:coordinator@taketheleapmb.ca">coordinator@taketheleapmb.ca</a>  <a href="http://www.taketheleapmb.ca/">http://www.taketheleapmb.ca/</a></p>	
22.	<b>PREPARE A GRAND OPENING/START DATE</b>	<p>It's important to plan for a grand opening. Grand openings are a casual opportunity to meet new customers, partners, and stakeholders within the community. You can invite local municipal representatives, chamber of commerce members, business owners, and others. Examples include putting on a come and go with drinks and snacks, offering deals or sales for new customers, or having draws for anyone who attends. Congratulations, you have now made it to your business start date!</p>	
23.	<b>LINKS &amp; RESOURCES</b>	<p>COMMUNITY FUTURES PARKLAND  <a href="https://cfmanitoba.ca/parkland-services/parkland-business-services">https://cfmanitoba.ca/parkland-services/parkland-business-services</a></p> <p>ENTREPRENEURSHIP MANITOBA  <a href="http://www.entrepreneurshipmanitoba.ca/">http://www.entrepreneurshipmanitoba.ca/</a></p> <p>MANITOBA COMPANIES OFFICE  <a href="http://companiesoffice.gov.mb.ca/index.html">http://companiesoffice.gov.mb.ca/index.html</a></p> <p>BIZPAL MANITOBA  <a href="https://www.bizpalmanitoba.ca/?b=46">https://www.bizpalmanitoba.ca/?b=46</a></p> <p>FUTUREPRENEUR CANADA  <a href="https://www.futurpreneur.ca/en/">https://www.futurpreneur.ca/en/</a></p> <p>WOMEN'S ENTERPRISE CENTRE WINNIPEG  <a href="http://wecm.ca/">http://wecm.ca/</a></p> <p>WORLD TRADE CENTRE WINNIPEG (free webinars)  <a href="http://www.wtcwinnipeg.com/en/">http://www.wtcwinnipeg.com/en/</a></p> <p>BDC BUSINESS DEVELOPMENT BANK OF CANADA  <a href="https://www.bdc.ca/en/pages/home.aspx">https://www.bdc.ca/en/pages/home.aspx</a></p> <p>GOVERNMENT OF CANADA  <a href="https://canadabusiness.ca/starting/">https://canadabusiness.ca/starting/</a></p>	

CANADA BUSINESS – STANDARDS

<https://canadabusiness.ca/government/regulations/standards/>

CANADA INDUSTRY STATISTICS – PERFORMANCE DATA

[http://www.ic.gc.ca/eic/site/pp-pp.nsf/eng/h\\_pm00000.html](http://www.ic.gc.ca/eic/site/pp-pp.nsf/eng/h_pm00000.html)

MASC REA PROGRAM

[https://www.masc.mb.ca/masc.nsf/program\\_rural\\_entrepreneur\\_assistance.html](https://www.masc.mb.ca/masc.nsf/program_rural_entrepreneur_assistance.html)

CANADIAN SMALL BUSINESS FINANCING

<http://www.ic.gc.ca/eic/site/csbf-pfpec.nsf/eng/Home>