

To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

**Supported Browsers:** Chrome, Edge and Firefox. **Safari and cell phone access is not supported.**

## Main Menu

- Select Register a Sole Proprietorship with Individual Registrant (one person is the registrant)

Companies Online		
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Main Menu		JOHN HENRY <a href="#">view your service requests</a>
<b>Annual Return/Renewal</b> <ul style="list-style-type: none"> <li>• <a href="#">File my Annual Return</a></li> <li>• <a href="#">File my Renewal</a></li> <li>• <a href="#">Create Paper Copies</a></li> <li>• <a href="#">Request a new barcode to file Annual Return / Renewal</a></li> </ul>	<b>Reserve a Name</b> <ul style="list-style-type: none"> <li>• <a href="#">Submit a Name Reservation Request to see if a name is available for registration/incorporation</a></li> </ul>	<b>Incorporate/Register</b> <ul style="list-style-type: none"> <li>• <a href="#">Incorporate a Business Corporation</a></li> <li>• <a href="#">Incorporate a Non-Profit Corporation</a></li> <li>• <a href="#">Register a Sole Proprietorship with Individual Registrant</a></li> <li>• <a href="#">Register a Sole Proprietorship (by another business or corporation)</a></li> <li>• <a href="#">Register a Partnership</a></li> </ul>
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<ul style="list-style-type: none"> <li>• <a href="#">Search by Name/Number</a></li> <li>• <a href="#">Certificate of Status</a></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li> <li>• <a href="#">Help Manual</a></li> </ul>
New West Partnership		
British Columbia, Alberta, or Saskatchewan <ul style="list-style-type: none"> <li>• <a href="#">Register a Business Corporation</a></li> <li>• <a href="#">Register a Limited Partnership</a></li> </ul>		

## Open Service Request

- Click on Continue

Companies Online

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Service Request No : 102522956

## Open Service Request

A Service Request has been Created. Please record your Service Request Number or print this page.

Service Request Number :	<input type="text" value="102522956"/>	<input type="button" value="Continue"/>
Registry Number :	<input type="text"/>	
Entity Name :	<input type="text"/>	
Event Type :	<input type="text" value="REGISTRATION"/>	
Registrant Type :	<input type="text" value="BUSINESS NAME"/>	
Registrant Sub Type :	<input type="text" value="SOLE PROPRIETORSHIP"/>	
Service Request Status :	<input type="text" value="UNASSIGNED"/>	
	<input type="button" value="Cancel Service Request"/>	

**Note:** You have 5 days to complete the Registration once you start filing it online. The information you enter in this Service Request is saved and will appear at the bottom of your Main Menu. You may re-open and complete the Registration at a later date. However, after 5 days the Service Request is cancelled and it will no longer appear on your Main Menu screen. If this occurs you will need to start from the beginning.

## Name Selection

- **Named Business** - I have searched and reserved the name I wish to use
  - Enter the Reservation Number and click on Lookup. The reserved name will be displayed.

**Note:** Please contact the Companies Office at (204) 945-1707 for assistance if you receive an error after entering your reservation number.

Or

- **Numbered Name** - I wish to carry on business under a numbered name in Manitoba
  - A pop-up screen will display requesting confirmation that you wish to proceed with registration of a numbered name.
- Click on Next Page

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### Name Selection Next Page

The name you wish to use for your Corporation or Business Name must be reserved before you can proceed. [Help](#)

I have searched and reserved the name I wish to use:

Enter Reservation Number :  -

Reserved Name :

OR

I wish to register a numbered company in Manitoba:  
10026399 MANITOBA

Next Page

**Information** ✕

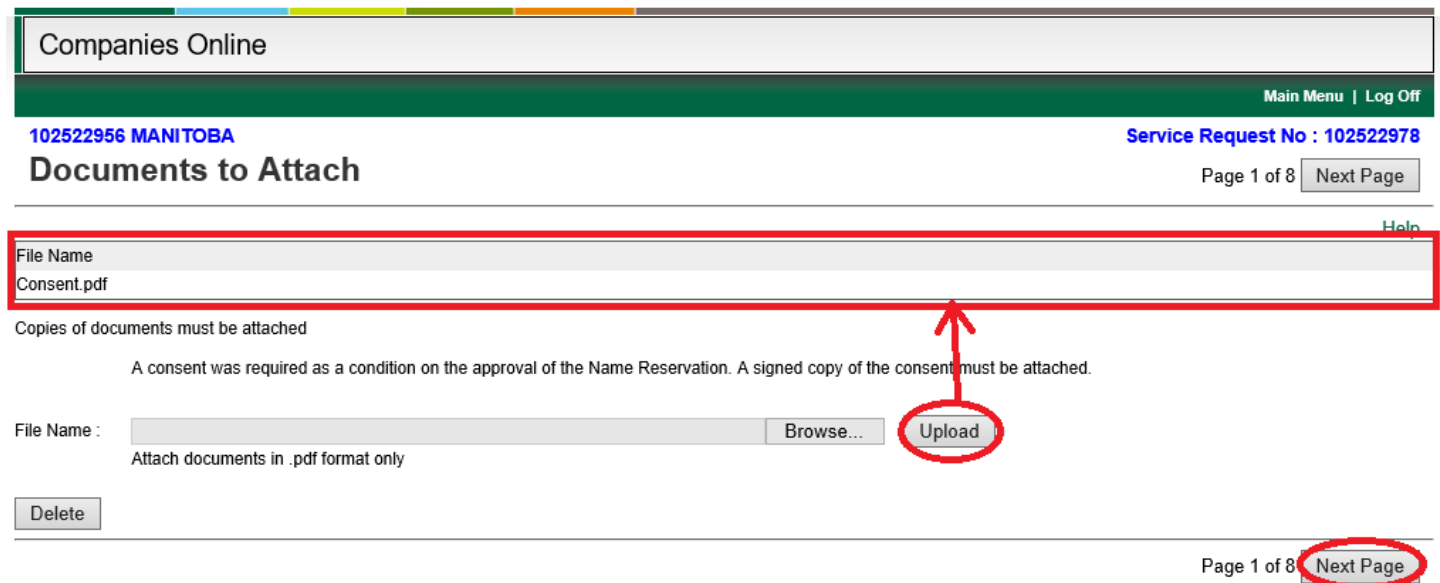
I confirm that I want to register the name 10026399 MANITOBA.

Once 10026399 MANITOBA is registered, documents must be filed with applicable filing fees to change the name, if required.

Do you want to proceed?

## Documents to Attach (Conditional – Proceed to next page if this screen doesn't display)

- Screen only appears if a consent was required on the approved Name Reservation.
- Consent must be signed, scanned and saved as a PDF before it can be attached in the system.
- Click on the Browse button
- Find the scanned copy of the completed and signed document.
- Click on the Upload Button. When uploaded, the document will be listed in the grid.
- Repeat steps until all of your documents are uploaded.
- Click on Next Page



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102522956 MANITOBA Service Request No : 102522978

### Documents to Attach

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File Name
Consent.pdf

Help

Copies of documents must be attached

A consent was required as a condition on the approval of the Name Reservation. A signed copy of the consent must be attached.

File Name :  Browse... Upload

Attach documents in .pdf format only

Delete

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### Delete a Document

- Click on the document to be deleted in the Documents Attached grid.
- Click on the **Delete** button. The document should no longer be listed in the Documents Attached grid.

## General Information

- **Date of Start of Business** – click on the calendar to select the date. The date selected cannot be more than 30 days in the future.
- Click on Next Page

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10026399 MANITOBA Service Request No : 102522956

### General Information


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\* Required field

Entity Name :

10026399 MANITOBA

The date of Start of Business (cannot be more than 30 days in the future)\*



September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

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## Business Location Information

- More than one business location can be entered.
- Box numbers in Winnipeg and Brandon are not acceptable online. Please complete a paper application.

### Add a business location

- Enter the business location address (including postal code)
- Click on Add
- Address will appear in the grid
- Repeat if there is a second business location
- Click on Next Page

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10026399 MANITOBA Service Request No : 102522956

### Business Location Information

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**Enter each business location and click on Add.** [Help](#)

**Note:** The listing of a business address outside of Manitoba constitutes a statement by you that the business has no physical address in Manitoba. Where the business has a physical address in Manitoba, the Manitoba address must be listed.

Address	City	Prov/State	Country	Postal/ZIP Code
Enter information below to add to list of business locations.				

\* Required field

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code : \*

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### To correct a business location

- Click on the address that you want to correct
- Make necessary changes
- Click on Update
- Updated address information will appear in the grid
- Click on Next Page

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10026399 MANITOBA

Service Request No : 102522956

## Business Location Information

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Enter each business location and click on Add.

[Help](#)

Note: The listing of a business address outside of Manitoba constitutes a statement by you that the business has no physical address in Manitoba. Where the business has a physical address in Manitoba, the Manitoba address must be listed.

Address	City	Prov/State	Country	Postal/ZIP Code
1 SMITH ST.	WINNIPEG	MB	CANADA	R3C1L8

\* Required field

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code : \*

[Add](#) [Update](#) [Delete](#)

[Clear Details](#)

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### To delete a business location

- Click on the address that you want to delete
- Click on Delete
- Address information will be removed from the grid
- Click on Next Page

## Mailing Information

Click on the Copy Filer's Address button, or enter address (this is the address where renewals will be sent)

- **Mailing Address Name:** Can be left blank or could be the business name
- **Attention:** Can be left blank or could be the registrant name
- **Email Address:** Can be left blank or can be provided if you want to receive an email notification instead of a paper renewal form
- Click on Next Page

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10026399 MANITOBA Service Request No : 102522956

### Mailing Information

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[Help](#)

\* Required field Copy Filer's Address

Mailing Address Name :

Attention :

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code : \*

I wish to receive e-mail notification when the annual return or renewal notice is due to be filed.

Email Address :

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## Owner Information

If the registrant doesn't reside in Manitoba, the application cannot be filed online as a Power of Attorney is required. Please submit a paper application.

- Enter the registrant's name and address
- Click on Add to add the name to the grid
- Click on Next Page

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### Owner Information

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**Enter the name and address of the owner and click on Add.** [Help](#)

Name	Entity Name	Address
Enter information below to add to list of owners.		

Individual

\* Required field

Registry No :

Entity Name :

First Name : \*

Middle Name : (optional)

Last Name : \*

Address : \*

City : \*

Country : \*

Province/State : \*

Postal Code :

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## CRA Business Number (BN)

The BN is assigned by the Canada Revenue Agency (CRA). You may have a BN if you:

- Previously operated a business as a sole proprietor
- Remitted RST, HET, or CCT
- Collected GST/HST
- Imported or exported
- Had annual sales greater than \$30,000
- Operated a taxi or limousine service

- Select the appropriate bullet (insert the BN9 if you have a BN)
- Click on Next Page

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### CRA Business Number

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- The registrant(s) of this business have a business number.
- The registrant(s) of this business do not have a business number.

## Nature of Business

- The Nature of Business may be pre-populated. Make changes if needed.
- Click on Next Page

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**Nature of Business** Previous Page Page 6 of 7 Next Page

\* Required field  
Please be specific in your description; terms such as manufacturing, consulting, etc. are vague and require further clarification.

Nature of Business : \*

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## Confirmation

- **Client Reference Number:** Leave blank
- **Effective Date:** Documents can be dated up to 30 days in the future. **Note:** documents will be processed and released after this date.
- **Expedited Service:** Select the checkbox if you require a faster turnaround time. There is an additional fee charged for this service (double the filing fee).
- **Click on the Pre-Registration Report button**

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10130711 MANITOBA

Service Request No : 112380960

## Confirmation

Client Reference No. (Optional):

Effective Date (Optional):    
(Documents will be processed and released after this date)

### Expedited Service

All filings are processed by received date. Companies Office provides the option to process filings quicker with an additional fee (double the fee to a maximum of \$200.00).

Please visit <http://www.companiesoffice.gov.mb.ca/processing.html> for current processing dates and expedite service timeframes.

YES, I would like to request Expedited Service!

Click on the Pre-Registration Report button to view the information you have entered.

## Pre-Registration Report

- Review the report. If the information is correct, click on the Submit button
- If any information is incorrect, click on the Fix Error button. This will take you to the beginning where they can fix the information

Pre-Registration Report - Submit For Review

**This report contains the information you entered into the system.**

**You need to check and verify that this information is correct before proceeding.**

Submit

Fix Error

Print

Main Menu

Pre-Registration Report

Registry No : 10026399  
Entity Name : 10026399 MANITOBA

As of : 20-Sep-2021

Entity Name : 10026399 MANITOBA  
Registry No : 10026399  
Current Status : Active

Entity Type : BUSINESS NAME  
Entity Sub Type : SOLE PROPRIETORSHIP

Nature of Business : SNOW REMOVAL  
NAICS Code : 551113

## Information Validation

- Read the statements and click on Yes to each statement
- Click on Proceed

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10026399 MANITOBA Service Request No : 102522956

### Information Validation

You must answer the following questions before proceeding : 10026399 MANITOBA

The business name being registered is not that of another known firm, company, corporation or unincorporated association, or a name liable to be confounded or confused with the other name, or otherwise objectionable on public grounds. No other firm, person or corporation is associated in partnership with the registrant(s).	Yes <input checked="" type="radio"/> No <input type="radio"/>
I certify that I am authorized by the registrant(s) of this Business Name to file this document with the Director under The Business Names Registration Act and that the information contained herein is true.	Yes <input checked="" type="radio"/> No <input type="radio"/>

## Enter Credit Card



Cardholder Name

JOHN HENRY

Card Number

5454545454545454

MMYY

1123

CW ?

234

Total \$60.00

Cancel

Process

## Receipt

- Print a copy for your records. You will still obtain a receipt when you receive a copy of the documents.
- Click on Continue

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### Transaction Approved - Payment Details

Print this page and keep it as your transaction receipt.

Credit Card Receipt

Companies Office  
1010 - 405 Broadway  
Winnipeg, MB  
R3C 3L6  
Telephone : (204) 945-2500  
Fax : (204) 945-1459

Cardholder Name :	JOHN HENRY
Service Request No :	102522956
Description of Goods :	REGISTRATION, Registry Number 10026399
Amount :	\$60.00 CAD
Date :	2021-09-20 14:55:12Eastern
Reference Number :	660114080017594550
Response Code :	1/01
Authorization Code :	398281

Approved - Thank you.

[Continue](#)

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10026399 MANITOBA

Service Request No : 102522956

## Your service request has been submitted for Internal Review.

Companies Office staff will review and respond to your submission as quickly as possible. To check the date we are currently processing, please visit our website at <http://www.companiesoffice.gov.mb.ca/processing.html>

Service Request Number :	102522956
Registry Number :	10026399
Entity Name :	10026399 MANITOBA
Registrant Type :	BUSINESS NAME
Registrant Sub Type :	SOLE PROPRIETORSHIP
Event Type :	REGISTRATION
Effective Date :	20-SEP-2021
Client Reference Number (Optional):	

Once the documents have been reviewed and processed, the following will be emailed to you:

- Record of Filing
- Copy of the Business Name Registration form
- Invoice

**Note:** the Business Number letter will be sent in a separate email.

### IMPORTANT INFORMATION

Please retain the Userid and Password that you used to register your business name online. Your account has been updated so that you can file the following documents online for this business:

- Change of Business Location
- Change of Mailing Address
- Renewal