

Last Verified: 2015-03-24

## TASKS TO CONSIDER

## RESOURCES

### PLANNING & GATHERING INFORMATION

- |   |  |   |                          |
|---|--|---|--------------------------|
| 1 | <b>Conduct market research:</b> Determine if your business is viable and if there are market opportunities for your product/service.   | Square One offers market research and reports through licensed databases.   | <input type="checkbox"/> |
| 3 | <b>Learn business basics:</b> Understand how to set up a new business at Square One's free Start-Up seminar.   | Register for <i>Start at Square One: A Guide to Launching a Small Business</i> <a href="http://www.squareonesask.ca/start-at-square-one-seminar">www.squareonesask.ca/start-at-square-one-seminar</a> . | <input type="checkbox"/> |
| 4 | <b>Attend events and learning opportunities:</b> Grow your network and increase your business knowledge.   | Visit <a href="http://www.squareonesask.ca/event-workshop-listings">www.squareonesask.ca/event-workshop-listings</a> for workshops, seminars and happenings in the province.                            | <input type="checkbox"/> |
| 5 | <b>Develop a business plan:</b> This is an essential step for planning and focusing the goals and financials of your business.   | Square One offers sample business plans by sector and business plan guides.   | <input type="checkbox"/> |
| 6 | <b>Square One FACT Sheet:</b> <i>Feasibility Checklist for Starting a Business.</i> Questionnaire for the owner-manager who is contemplating going into business for the first time. | Download this factsheet at <a href="http://www.squareonesask.ca/factsheets">www.squareonesask.ca/factsheets</a> or pick one up at Square One's office.  | <input type="checkbox"/> |

### REGISTRATION

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|----|---|---|--------------------------|
| 7  | <b>Determine if you need to register your business:</b> Some businesses are exempt from provincial registration.                    | Visit <a href="https://business.isc.ca/Pages/Do-I-need-to-register.aspx">https://business.isc.ca/Pages/Do-I-need-to-register.aspx</a> to view a list of exempt businesses.  | <input type="checkbox"/> |
| 8  | <b>Develop a business name:</b> Your name is a representation of your products and services and can be an effective marketing tool. | Visit the Canada Business Network's page on naming <a href="http://www.canadabusiness.ca/eng/page/2729/">www.canadabusiness.ca/eng/page/2729/</a> .   | <input type="checkbox"/> |
| 9  | <b>Choose a form of business:</b> Sole Proprietorship, Partnership, Co-operative, or Corporation.                                   | Talk to a Square One Business Information Officer or visit <a href="http://www.canadabusiness.ca/eng/page/2853">www.canadabusiness.ca/eng/page/2853</a> .   | <input type="checkbox"/> |
| 10 | <b>Reserve your business name and officially register:</b> Provincial registration is done through ISC Corporate Registry.          | Visit ISC's website to register any form of business at <a href="https://www.isc.ca/CorporateRegistry/Pages/default.aspx">https://www.isc.ca/CorporateRegistry/Pages/default.aspx</a> Visit Square One for registration assistance. | <input type="checkbox"/> |
| 11 | <b>Square One FACT Sheet:</b> <i>Forms of Business Organizations.</i> Describes the differences between the 4 forms listed above.   | Download this factsheet at <a href="http://www.squareonesask.ca/factsheets">www.squareonesask.ca/factsheets</a> or pick one up at Square One's office.  | <input type="checkbox"/> |

### LICENSES & PERMITS

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|----|---|---|--------------------------|
| 13 | <b>Industry Licenses and Permits:</b> Determine the licences and permits that apply to your industry and location.  | Search Biz Pal by location and industry at <a href="http://www.bizpal.gov.sk.ca">www.bizpal.gov.sk.ca</a> .   | <input type="checkbox"/> |
| 14 | <b>Business License and Permits:</b> Contact your local municipality for requirements in your jurisdiction.   | Apply for a municipal Home Based or Commercial/ Industrial Business License by calling your local City Hall.  | <input type="checkbox"/> |
| 15 | <b>Choose a Location:</b> Confirm the location meets zoning requirements. If you plan to renovate, apply for a building permit. If you plan to install a permanent sign, apply for a sign permit. | Contact your local City Hall for zoning, building and signage approvals.  | <input type="checkbox"/> |
| 16 | <b>Protect your intellectual property:</b> This includes logos, trademarks or creative work.  | Choose to register your intellectual property at <a href="http://www.cipo.ic.gc.ca">www.cipo.ic.gc.ca</a> .   | <input type="checkbox"/> |
| 17 | <b>Square One FACT Sheet:</b> <i>Regional Sources of Information.</i> Find agencies that provide local information in your region.  | Download your region's factsheet at <a href="http://www.squareonesask.ca/factsheets/">www.squareonesask.ca/factsheets/</a> or pick one up at Square One's office. | <input type="checkbox"/> |

## TASKS TO CONSIDER

## RESOURCES

### PROVINCIAL & FEDERAL TAXES

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|----|--|--|--------------------------|
| 18 | <b>Contact Saskatchewan Finance:</b> Determine if your product/service requires a PST number.  | Visit Saskatchewan Finance at <a href="http://www.finance.gov.sk.ca/taxes/pst">www.finance.gov.sk.ca/taxes/pst</a> .   | <input type="checkbox"/> |
| 19 | <b>Business Number (BN) registration:</b> Call Canada Revenue Agency at 1-800-959-5525 or visit the website to obtain a BN if you need one of the following: | <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html">www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html</a><br>If your business is registered with ISC, you automatically receive a BN. | <input type="checkbox"/> |
| 20 | <b>GST Program Account:</b> It is optional to obtain a GST number unless your gross annual revenue is greater than \$30,000.                                 | <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/menu-eng.html">www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/menu-eng.html</a>   | <input type="checkbox"/> |
| 21 | <b>Payroll Program Account:</b> If you have employees, you will need an account to submit CPP, EI, and tax deductions.                                       | <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrl/hwpyrlwrks/menu-eng.html">www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrl/hwpyrlwrks/menu-eng.html</a>   | <input type="checkbox"/> |
| 22 | <b>Corporation Income Tax Program Account:</b> You are automatically registered if you register a corporation.   | <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/crprtns-eng.html">www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/crprtns-eng.html</a>   | <input type="checkbox"/> |
| 23 | <b>Import-Export Program Account:</b> You will need an account if your import into Canada or export to other countries.                                      | <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/mprtxprt-eng.html">www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/mprtxprt-eng.html</a>   | <input type="checkbox"/> |

### EMPLOYMENT STANDARDS

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| 24 | <b>Workers' Compensation:</b> Workers' Compensation Board provides workplace insurance against injury and illness. | Visit the Saskatchewan Worker's Compensation Board at <a href="http://www.wcbask.com">www.wcbask.com</a> .                                       | <input type="checkbox"/> |
| 25 | <b>Employment standards:</b> Be aware of your responsibilities and obligations as an employer.                     | Visit Employment Standards at <a href="http://www.saskatchewan.ca/work/employment-standards">www.saskatchewan.ca/work/employment-standards</a> . | <input type="checkbox"/> |

### RESOURCES

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|----|--|--|--------------------------|
| 26 | <b>Canada Business Network:</b> Information, toolkits and resources for small business owners and entrepreneurs across Canada.                           | <a href="http://www.canadabusiness.ca">www.canadabusiness.ca</a>   | <input type="checkbox"/> |
| 27 | <b>Find Financing:</b> Do you need additional financing? Find grants, loans and financing options on the Canada Business Network.                        | <a href="http://www.canadabusiness.ca/eng/program/search/">www.canadabusiness.ca/eng/program/search/</a>                     | <input type="checkbox"/> |
| 28 | <b>Industry Canada:</b> Access research reports, statistics by industry and small business trends.   | <a href="http://www.ic.gc.ca">www.ic.gc.ca</a>   | <input type="checkbox"/> |
| 29 | <b>Professional Services:</b> Consult a professional such as an insurance agent, lawyer, accountant or register for Square One's Guest Advisor Programs. | <a href="http://www.squareonesask.ca/home/guest-advisor-programs">www.squareonesask.ca/home/guest-advisor-programs</a>       | <input type="checkbox"/> |
| 30 | <b>SK BIZGRID:</b> Find small business service providers for assistance and support in any stage of business.  | <a href="http://www.squareonesask.ca/skbizgrid">www.squareonesask.ca/skbizgrid</a>   | <input type="checkbox"/> |
| 31 | <b>Gather information:</b> Find general and specific information for all areas of business.  | Request Fact Sheets at <a href="http://www.squareonesask.ca/factsheets">www.squareonesask.ca/factsheets</a> .                | <input type="checkbox"/> |
| 32 | <b>Register your business federally:</b> Hold your business name nationwide. This is not a requirement.  | <a href="http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04839.html">www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04839.html</a> | <input type="checkbox"/> |

For further information regarding starting a business, contact:



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Email: [info@squareonesask.ca](mailto:info@squareonesask.ca)  
Web site: [www.squareonesask.ca](http://www.squareonesask.ca)



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