

LEGAL AND COMPLIANCE CHECKLIST

Use this checklist to make sure you've got the main legal aspects covered.

1. Business registration

- Choose a business structure; [Sole proprietorship, partnership, corporation or co-operative](#).
- Check the list of business names from the [Canada Business Network site](#).
- [Apply for a Business Number](#) (BN) at the Canada Revenue Agency (CRA) website.
- [Register your business](#) at the CRA website.

2. Taxes

- Find out [if you need to register](#) for GST/HST at the CRA website.
- If you do, register on the [CRA website, by telephone, or mail/fax](#).
- Use the RBC [online tax filing process](#).
- Control all your CRA interactions by [opening a Business Account](#).
- Set up a record-keeping system so it's [aligned with CRA requirements](#).
- Understand the different business income tax obligations for sole proprietors, partnerships and corporations.
- Be aware of your tax payment dates.
- Know how best to declare income and expenses.
- Understand how net profit is calculated (and therefore your business tax).
- Know how to legally minimize the tax you have to pay.
- Make sure you collect and keep accurate records, ideally using accounting software.
- Get advice on the best ways to split income within any family members.

3. Intellectual Property

- Identify any intellectual property assets.
- Register your website domain.
- Learn how to [identify and protect your intellectual assets](#) at the Canadian Intellectual Property Office website.
- Search the [Trademarks database](#) to identify what's already registered. If not then [apply for a trademark](#).
- Search the [Patents Database](#) to see if someone else has your idea. If not then [apply for a patent](#).
- Search the [Copyrights database](#) to determine if others have any prior rights. If not then [register a copyright](#).
- Search the [Industrial Designs database](#) to find out if the design is already protected.
- If you're sharing your ideas with others, create a non-disclosure agreement.
- Before you do anything, seek help from a professional intellectual property adviser.

4. Regulations, licenses, employees

- Go to [BizPal](#) to identify permits and licenses you'll need.
- Identify workplace [Health and Safety obligations](#) at Canada.ca.
- [Open a payroll program account](#) on the CRA website for employees.
- If hiring foreign workers, use the [CanadaVisa Work Permit Wizard](#).