



THE CHAMBER  
OF COMMERCE  
for Greater Moncton

LA CHAMBRE  
DE COMMERCE  
pour le Grand Moncton

## **STARTING A BUSINESS CHECKLIST**

Congratulations on deciding to start your own business! We have created this checklist to help you get started. There are several key steps to creating a successful business in today's world.

### **Steps to creating your business**

- ☐ **Develop a business plan**. (Contact the South East Regional Service Commission or visit their support site here: <https://ede.nbse.ca/entrepreneurship/entrepreneurship-toolkits/business-planning/> for different templates.)
- ☐ **Submit a name search for your company**. (NUANS Search)  
<https://ede.nbse.ca/entrepreneurship/entrepreneurship-toolkits/register-your-business/>
- ☐ **Register your Company** Follow the following resource page for more information:  
<https://ede.nbse.ca/entrepreneurship/entrepreneurship-toolkits/register-your-business/>  
  
[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.201450.Register\\_Renewal\\_of\\_a\\_Business\\_Name.html#serviceDescription](https://www2.gnb.ca/content/gnb/en/services/services_renderer.201450.Register_Renewal_of_a_Business_Name.html#serviceDescription)
- ☐ Obtain the **proper provincial and/or federal licenses**.  
<https://www2.snb.ca/content/snb/en/sites/bizpal.html>
- ☐ All commercial businesses with more than \$30,000 in gross annual taxable sales and revenues and/or you employ one or more people, **obtain a business number (HST number)** for remitting employee's federal and provincial income tax deductions, employment insurance premiums and Canada Pension Plan contributions from the Canada Revenue Agency (Call **1-800-959-5525**)
- ☐ **Register your company with Worksafe NB** by visiting their website at <https://www.worksafenb.ca/> if this applies to your industry. Please visit their site to see if your business needs to be registered.
- ☐ **Contact a qualified accountant and legal counsel** regarding setting up an orderly record and accounting system. Find a list of qualified professionals here:  
<https://ede.nbse.ca/entrepreneurship/entrepreneurship-toolkits/local-professionals/>
- ☐ **Become a member of The Chamber of Commerce for Greater Moncton** to take advantage of the numerous benefits and added credibility. <https://gmcc-nb.chambermaster.com/member/newmemberapp/>

**For more information please visit:**

<https://ede.nbse.ca/entrepreneurship/entrepreneurship-toolkits>