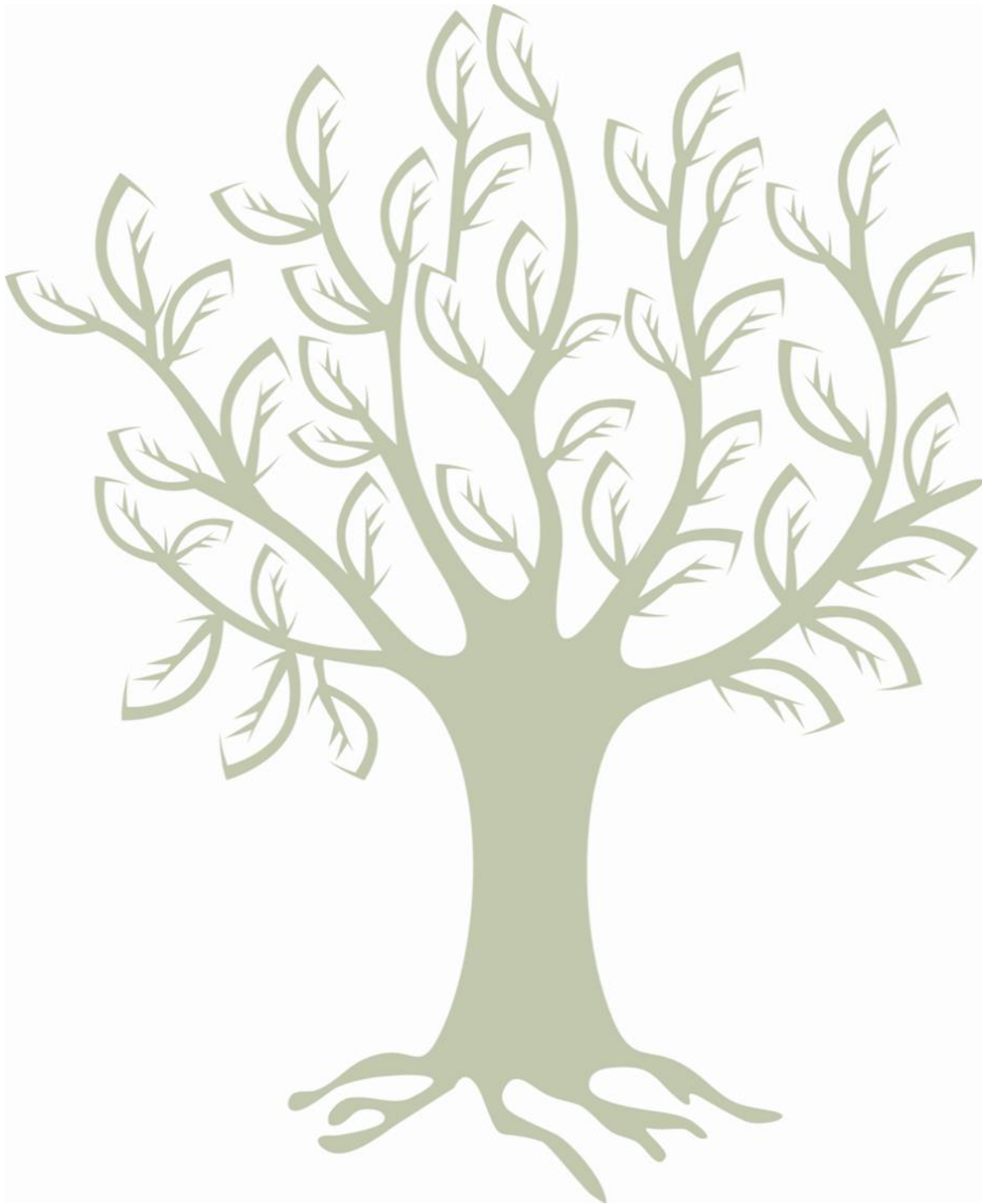




**CHECKLIST
&
INFORMATION SOURCES**



Growing communities one idea at a time.

YOUR SMALL BUSINESS START-UP CHECKLIST



We're in the business of making YOUR business a success! Let us show you how. Community Futures has helped thousands of entrepreneurs across Canada bring their business dreams to life. Whether you're a newcomer to the self-employment scene or a seasoned business owner, you can benefit from our wide variety of services and supports.

Before you start your business...

- | | |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Choose a form of business structure:<ul style="list-style-type: none">• Sole Proprietorship• Partnership• Corporation<input type="checkbox"/> Decide on a business name and register<input type="checkbox"/> Write a business plan<ul style="list-style-type: none">• Market Research• Location Scouting• Cost Research<input type="checkbox"/> Select a location<ul style="list-style-type: none">• Office/Commercial Space• Home-based<input type="checkbox"/> Apply for Business Licenses and permits<input type="checkbox"/> Arrange for appropriate insurance<ul style="list-style-type: none">• Property/Fire• Liability | <ul style="list-style-type: none"><input type="checkbox"/> Register for business number from Canada Revenue Agency<input type="checkbox"/> Research the tax implications for your business<input type="checkbox"/> Arrange for book-keeping/accountant<input type="checkbox"/> Meet with a lawyer to discuss legal issues<ul style="list-style-type: none">• Develop contracts• Other agreements<input type="checkbox"/> Meet with your bank<ul style="list-style-type: none">• set up a business bank account• Research methods of payment (credit, debit cash, cheque)<ul style="list-style-type: none">* Chamber Members receive competitive pricing for business services <p>(see Chamber Website for details)</p> <p>www.princealbertchamber.com/membership.html</p> |
|--|---|



YOUR SMALL BUSINESS START-UP CHECKLIST cont'd...

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Set up business contact information<ul style="list-style-type: none">• Phone Number• Fax Number• Email Address• Website Domain Name<input type="checkbox"/> Develop marketing materials<ul style="list-style-type: none">• Design logo• Business cards• Brochures• Signage• Website hosting/design<input type="checkbox"/> Create stationary and office templates<ul style="list-style-type: none">• Letterhead• Office templates• invoices<input type="checkbox"/> Create advertising campaign | <ul style="list-style-type: none"><input type="checkbox"/> Hire employees if necessary<ul style="list-style-type: none">• Research Labour Standards• Workers Compensation Board• Employee Benefits<input type="checkbox"/> Office equipment<input type="checkbox"/> Office supplies<input type="checkbox"/> Computer equipment/software<input type="checkbox"/> Organize business office<input type="checkbox"/> Purchase tools and equipment<input type="checkbox"/> Order inventory<input type="checkbox"/> Social Media<ul style="list-style-type: none"><input type="checkbox"/> Google<input type="checkbox"/> Facebook<input type="checkbox"/> LinkedIn |
|--|--|

INFORMATION SOURCES



TO REGISTER A COMPANY NAME OR INCORPORATE A BUSINESS

www.isc.ca/corporateregistry

Corporate Registry
1301 1st Avenue
Regina SK S4R 8H2
Phone: 1-866-275-4721
Fax: 1(306)787-8999
Email: corporateregistry@isc.ca

Prince Albert Office
Unit 106 – 2995 2nd Avenue West
Prince Albert SK S6V 5V5
306-953-3590

TAX INFORMATION

PST

General Tax Inquiries

<http://www.saskatchewan.ca>

Phone: 1-306-787-6645 or 1-800-667-6102

Saskatchewan Finance

2350 Albert Street
Regina, SK S4P 4A6
CANADA

Phone 1- (306) 787-6768

GST/Income Tax/Payroll (CPP & EI) and Import/Export Numbers

<http://www.cra-arc.gc.ca/>

Phone: 1-800-959-5525

MUNICIPAL LICENSES

www.citypa.ca

1084 Central Avenue
Prince Albert SK S6V 7P3

Assessment/Taxation: 1-306-953-4320

Building Permits: 1-306-953-4370

Zoning: 1-306-953-4370



INFORMATION SOURCES

CANADA EMPLOYMENT CENTRE

www.servicecanada.gc.ca

*South Hill Mall
2995 – 2nd Avenue West
Prince Albert
Phone: 1-306-953-2488*

HUMAN RESOURCES AND SOCIAL DEVELOPMENT

www.hrsdc.gc.ca

Employment Insurance: 1-800-206-7218
Record of Employment: 1-800-385-5470
Labour Programs: 1-800-641-4049
Canada Pension Plan: 1-800-277-9914

WORKSAFE SASKATCHEWAN

<http://www.worksafesask.ca/>

*200 – 1881 Scarth Street
Regina SK S4P 4L1
Phone: 1-306-787-4370
Toll-Free: 1-800-667-7590
Fax: 1-306-787-4311
Toll-Free Fax: 1-888-844-7773*

To reach the OHS Division office:

<http://www.saskatchewan.ca/work>

*300 – 1870 Albert Street
Regina, SK, Canada, S4P 4W1
Phone: 1-306-787-4496
Fax: 1-306-787-2208*

To report a dangerous work situation, call the OHS Division at 1-800-567-7233

WORKER'S COMPENSATION BOARD

www.wcbsask.com

Phone: 1-306-787-4370

INFORMATION SOURCES



IMPORT/EXPORT ENQUIRIES

<http://cbsa-asfc.gc.ca>

Canada Border Services Agency
Phone: 1-800-461-9999

PUBLIC HEALTH INSPECTION

<http://paphr.ca/services/public-health-inspections>

1521 6th Ave. West.
Prince Albert, SK, S6V 5K1
Phone: 306-765-6600
Facsimile: 306-765-6624

public.health.inspection@paphr.sk.ca

Medical Health Officer: 306-765-6600

FIRE REGULATIONS

www.pafire.ca

Prince Albert First & Emergency Service
76 – 15th Street East
Prince Albert SK S6V 1E8

Phone: 1-306-953-4200

LIQUOR LICENSING

www.slga.gov.sk.ca/

Phone: 1-800-667-7565

LICENSES

www.saskatchewan.ca

Phone: 1-877-880-5550

INFORMATION SOURCES



HIGHWAY SIGNAGE APPROVALS

www.highways.gov.sk.ca/

*Saskatchewan Highways and Infrastructure
800 Central Avenue
Prince Albert SK S6V 6Z2*

Phone: 1-306-953-3500 Fax: 1-306-953-3533

ENVIRONMENTAL IMPACT APPROVALS

www.environment.gov.sk.ca

WATER

www.saskwater.com

General Inquires: 1-800-O-CANADA (1-800-926-9105)



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www.pacf.ca
info@pacf.ca**

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