

Let's talk business

a monthly e-bulletin for entrepreneurs

Checklist for Starting a Home-Based Business



SUCCESSFUL HOME-BASED BUSINESS entrepreneurs are passionate about their products and services. They are disciplined and able to succeed in an unstructured environment. The [Canada Manitoba Business Service Centre \(CMBSC\)](#) has put together the following checklist that goes over the most important steps in starting your home-based business and may help you stay focussed when you get started:

- **Prepare a business plan.** You can do your preliminary research in the [CMBSC Business Library](#).
- **Choose a business structure** - sole proprietorship, partnership, corporation or cooperative. Full descriptions are [here](#).
- **Register the business name.** (see article on page 2)
- **Ask for advice** from other business owners as well as professionals such as your banker, accountant, or lawyer.
- **Determine zoning requirements** as well as any possible licenses or permits by contacting your local municipal government.
- **Set up a credit policy** for your clients, if appropriate.
- **Contact Canada Revenue Agency** to register for collecting GST/HST, remitting employee deductions, import/export taxes and for information on expenses that you can claim.

- **Open a business account** under your company's name.
- **Negotiate contracts** with suppliers and lease agreements for premises & equipment.
- **Set up a bookkeeping system.**
- **Develop an inventory control system.**
- **Establish credit terms** with key suppliers.
- **Register** your Trade-mark, Copyright, Industrial Design or a Patent with [Canadian Intellectual Property Office](#).
- **Arrange for business insurance.**
- **Plan your workspace** which includes lighting, ventilation, privacy, ergonomics and storage decisions.

Call us today at **204.984.2272** or toll-free **1.800.665.2019!**

TIP:

Join [Home Business Manitoba \(HBM\)](#). Membership is available to home business owners in Manitoba.

TIP:

Download our 16-page guide on "[Starting & Running a Home-Based Business](#)".
View our [online library](#) for hundreds of Home-Based Business titles.

Did You
KNOW...

SMALL BUSINESS WEEK October 16 - 22, 2011

The Canada Manitoba Business Service Centre (CMBSC) will be offering workshops & other events for entrepreneurs including:

- Web Crit: Panel on the Critique of Small Business Websites
- Social Media Panel: What Experts Have to Say

Don't miss out - register today! **204.984.2272** or **1.800.665.2019**

www.canadabusiness.mb.ca/smallbusinessweek



**Power Up Your Business:
Invest. Innovate. Grow.**

HOT NEW RESOURCES



Check out our latest additions to the CMBCS Business Library:

- *Start & Run a Home Staging Business*
- *The Third Screen: Marketing to Your Customers in a World Gone Mobile*
- *Planning Your Business: Research, Goals, and Business Plans [DVD]*
- *Multicultural Manners: Essential Rules of Etiquette for the 21st Century*

Our library catalogue can be sourced directly on our website at: www.canadabusiness.mb.ca/home_page/library.

FREE SEPTEMBER SEMINARS*



Sep 1	Writing Clear Job Descriptions
Sep 6	Cash Flow is King - Cash Flow & Financial Ratios
Sep 6	LinkedIn for Business
Sep 7-9	Manitoba Business Planning Workshop I FULL
Sep 8	Critical Elements of Customer Service
Sep 14	GST/HST Seminar – New HST Rules and Information Seminar for New Registrants
Sep 14	PST: An Introduction to Provincial Sales Tax
Sep 15	Branding Basics
Sep 20	Business Opportunities and Ideas - Choosing the Right One!
Sep 20	The Basics of Exporting
Sep 21	Canadian Business Communication Strategies for Immigrant Entrepreneurs
Sep 22	Managing Workplace Violence
Sep 22	Pay-Per-Click (PPC) Marketing Basics
Sep 22	Creating Connections – Networking in Canada for Immigrant Entrepreneurs
Sep 27	Are You Ready to Be an Entrepreneur?
Sep 28	How to Start a Business in Manitoba

A **full listing** of CMBSC seminars can be viewed directly at <http://events.ebsc.ca/Default.aspx>.

* Pre-registration is mandatory.

NEW! Commercialization Support for Business Program



Support at every stage of the business life-cycle

DESIGNED FOR SMALL AND MEDIUM-SIZED Manitoba businesses, this program provides funding for product and process commercialization and business development:

Concept Development (Max \$25,000): from concept to prototype development;

Product Development (Max \$40,000): pre-commercialization activities like feasibility or engineering analyses, trial production and test marketing;

Product Commercialization (Max \$200,000): from prototype to market-ready product;

Market Development (Max \$30,000): materials and activities needed to enter new markets successfully;

Certification Assistance (Max \$15,000): obtaining plant or product certification;

Intellectual Property (Max \$25,000): securing intellectual property rights for the product or process.

For Program Guidelines, FAQ and applications, contact:
www.gov.mb.ca/ctt/busdev/financial/csb/index.html
csb@gov.mb.ca

Register Your Business Name in Two Easy Steps

WHEN YOU WANT TO INCORPORATE or register your business name, you need to have the proposed name compared to existing ones already on record to be sure there is not a conflict. The Companies Office can help you do this in just two steps:

1. Search the Companies Office Registry.

- Pay \$40; *
- Wait 24 hours (on average).

2. Register your business name.

- Pay \$45;
- Receive your registered name, valid for three years;
- Receive a nine-digit Business Number to always use when dealing with any government office.

www.gov.mb.ca/business/onenumber/index.html

For further information, contact:

The Companies Office
1010-405 Broadway Winnipeg, MB R3C 3L6
204.945.2500 or Toll-free: 1.888.246.8353 (in Manitoba)
www.companiesoffice.gov.mb.ca



*** TIP:**

CHECK FIRST with the CMBSC Library for a **FREE PRELIMINARY NAME SEARCH**, using various databases and checking the Companies Office database. This may identify an obvious potential conflict.

Contact Us!

250-240 Graham Ave.
Winnipeg, MB R3C 0J7
www.canadabusiness.mb.ca

204.984.2272 or
1.800.665.2019
manitoba@canadabusiness.mb.ca

Managing Partners:

Western Economic Diversification Canada and Entrepreneurship, Training and Trade

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