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KAVAMATKOT APIKHOIYIT
DEPARTMENT OF JUSTICE
MINISTÈRE DE LA JUSTICE

Corporate Registries

Guide

DECLARATION OF A BUSINESS NAME

About this Document

This document provides instructions for registering a business name in Nunavut, pursuant to the *Partnerships Act*.

Submission Guidelines

Be sure to read the document titled *Corporate Registries –Submissions Guide* (available from our website) so you understand the process, requirements and advantages of submitting your registration via email, and other submission options. The guide also explains how to complete the forms, and how to scan any additional supporting documentation that may be required.

Fees

Please consult the *Partnership Act Fee Schedule* for current fees.

About Business Names

The *Declaration of Use of a Business Name* form is to be completed by any person or company carrying on business in Nunavut who is using a business name other than their own name or who is using their own name but with an element added which indicates that more than one person is operating the business. For example, a person operating a sole proprietorship under their own name "Jean Doe" need not register, but a person using the name "Jean Doe & Company" must register.

A *Declaration of Use of a Business Name* within 60 days after the business name is first used.

Instructions

To register a business name, follow these steps:

1. Obtain and complete the *Declaration of Use of a Business Name* form.

   NOTE: The full name of the business name user must be provided. Initials as first names will not be accepted for registration.

   Complete postal and street addresses (including Postal Codes) must be provided. If a street address is not available, some other form of physical address, such as a house number or legal description (Lot, Block and Plan) must be provided.

2. Print and have the business name user sign the form.

3. Contact Legal Registries by telephone and place on file a credit card number to which we can charge the registration fee.

4. Scan the form as an Adobe PDF (Portable Document Format) file at a minimum resolution of 300 dpi and email it as an attachment to CorporateRegistrations@gov.nu.ca.

   DO NOT INCLUDE CREDIT CARD INFORMATION IN ANY EMAIL CORRESPONDENCE.

   Alternatively, the originally signed form may be forwarded by mail or by hand to Legal Registries at the address on this page (faxed delivery is not accepted). If you are paying by cheque, the cheque must be made payable to the Government of Nunavut.

NOTE: We review the proposed names to make sure that they aren't confusingly similar to names already on record.