

## New EP

\*Desktop or laptop computers are best since mobile devices such as phones and tablets are not compatible with our online system.

\*The best internet browsers to use are either Mozilla Firefox or Google Chrome.

- Go to our website <https://ocbr.princeedwardisland.ca>
- Create account in order to gain access to the system
- Log in after successful verification
- Click *Reserve A Name* and select *Extra Provincial* as the Business Type
- Complete application (\$40)
- You will receive 2 emails. First the receipt, second contains *Company Pin & Key*
- Go back into the system and search the business name
- Click business name and then *Manage This Business*
- Enter Company Key
- Click on *Create Extra-Provincial Registration*
- Complete application (\$275)

Once payment has been successful, you will receive an email confirmation of payment and the registration will go into review for our office. As soon as we approve the Re-Registration, all listed contacts will receive a Certificate of Registration sent to their emails as well as all future renewal notices.

Our office recommends filing the renewal notice in a safe place. The company key on the notice is essentially the “key” to gain access to your business in the future. If at any time the key has been lost/misplaced, you can regenerate a new key to be sent to the email of the listed contacts.

If you have any questions, please contact our office at 902-368-4550 or [askcorporateregistry@gov.pe.ca](mailto:askcorporateregistry@gov.pe.ca)

To obtain your previously issued Business Number, please contact *Canada Revenue Agency* at 1-800-959-5525.