

New Partnership

*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 complete application
- 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 Partnership*
- Complete application

Once approved by our office, you will receive a Certificate of Registration sent to all contacts listed. This registration is valid for 3 years and the fee is \$75 every 3 years. All contacts will receive email notifications when renewal is due.

If you have any questions, please contact us at 902-368-4550 or askcorporateregistry@gov.pe.ca

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