

## New Trade Name

\*You must use either a laptop or desktop computer as the online portal is not compatible with mobile devices such as smart phones and tablets.

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

- Go to our website <https://ocbr.princeedwardisland.ca>
- If you have not done so already, create account in order to gain access to the system
- Log in after successful verification
- Click *Reserve a Name* and complete application, when you indicate that you are reserving the name for a Trade Name, the portal will ask under which company you will be registering said Trade Name, so have this information handy.
- You will receive 2 emails. First the receipt, second contains *Company Pin & Key (Company Key to be used for the Trade Name should match the one provided for your company, "A&S Glory Holdings Ltd.")*
- Go back into the system and search the business name
- Click business name and then *Manage This Business*
- Enter Company Key
- Click on *Create Trade Name*
- Complete application

\*Use either a desktop or laptop computer for your application as mobile devices such as cell phones and tablets are not compatible with the portal.

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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](mailto:askcorporateregistry@gov.pe.ca)

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