

## How to Re-Register a Sole Proprietorship, Partnership or Business Name

**\*THIS HAS TO BE COMPLETED ON A COMPUTER/LAPTOP USING GOOGLE CHROME OR FIREFOX AS THE BROWSER\***

- Go to our website: <https://ocbr.princeedwardisland.ca>
- Create an account in order to gain access to the system
  - For detailed instructions on how to create an account go to:  
[https://www.princeedwardisland.ca/sites/default/files/publications/ocbr\\_create\\_account.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/ocbr_create_account.pdf)
- Log in once you have successfully verified your email
- Click **Re-Register** under the *Register a Business* drop down and click **Re-Register** again
- Enter your 9-digit CRA Business Number, Company Key & PEI Registration Number (Key & Reg # located on Renewal Notice)
- Click **Retrieve** then **Next**
- Complete application and proceed to payment page

### Helpful Hints:

- **Address Issues:** If you are having trouble with the address, the address needs to be a PEI civic address. Sometimes we find that if people type *too fast* or copy and paste the address into the box, the system doesn't recognize it. We suggest that you type it a little slower and see if the system starts suggesting addresses for you.
- **Saving a Draft:** we suggest that you save your draft as you are completing your application. To retrieve your draft, follow the detailed instructions available here:  
[https://www.princeedwardisland.ca/sites/default/files/publications/ocbr\\_find\\_your\\_draft.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/ocbr_find_your_draft.pdf)
- **Checking out:** When you check out you must View Filing Statement before moving to the payment screen. The Filing Statement opens in a separate tab so you will need to return to the Checkout tab. We have create detailed instructions (with pictures) if you are having trouble with this part of the process:  
[https://www.princeedwardisland.ca/sites/default/files/publications/checkout\\_instructions.pdf](https://www.princeedwardisland.ca/sites/default/files/publications/checkout_instructions.pdf)

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 does recommend 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.