

Business Key Contacts

1. GENERAL INFORMATION

CANADA-ONTARIO BUSINESS SERVICE CENTRE Website: www.cbosc.org	(800)-567-2345	*Information about federal and provincial services, programs & regulations
CANADIAN TOURISM COMMISSION REFERENCE CENTRE 235 Queen Street, 8 th Floor, Ottawa ON K1A 0H6 Website: www.canadatourism.com	(613) 946-1000	*Information about tourism (marketing, statistics, reports, etc.)
INDUSTRY CANADA Website: http://strategis.ic.gc.ca	(800)-328-6189	*On-line source of business information
CANADIAN INTELLECTUAL PROPERTY OFFICE Place du Portage 1 50 Victoria Street, room C-229, Hull, PQ K1A 0C9 Website: http://cipo.gc.ca	(819) 997-1936	*Patents *Trademarks *Copyrights/Industrial Designs
COMPETITION BUREAU 50 Victoria Street, Hull, PQ K1A 0C9 Website: http://competition.ic.gc.ca	(819) 997-4282 800-348-5358	*Labelling of consumer goods (you can obtain guides & regulations with respect to consumer packaging and labelling and textile labelling)
OTTAWA PUBLIC LIBRARY (Main Library) 120 Metcalfe Street (@ Laurier), Ottawa, ON K1P 5M2 Website: www.opl.ottawa.on.ca	(613) 236-0301	*Business resource materials (3rd floor)
Service Canada	(800) 622-6232	*Information about federal government programs & services
THE ENTREPRENEURSHIP CENTRE 110 Laurier Ave. W., Ottawa, ON K1P 1J1 Website: http://www.entrepreneurship.com	(613) 560-6081	*Information about business start-up, resource centre, seminars & consultations *Business name registrations via our web site
THE OTTAWA COMMUNITY LOAN FUND Website: http://www.oclf.org	(613) 594-3535	*Community loans and business financing

2. BUSINESS REGISTRATION & INCORPORATION

<p>INDUSTRY CANADA Corporations Directorate 365 Laurier Avenue West, Jean Edmonds Towers South, 9th floor, Ottawa, ON K1A 0C8 Website: http://www.ic.gc.ca</p> <p>http://strategis.gc.ca/sc_mrksv/corpdire/engdoc/homepage.html</p>	<p>(613) 941-9042 (866) 333-5556</p>	<p>*Federal incorporation information and forms, non-profit corporation name searches (\$15)</p> <p>*Corporations Canada Guide to Federal Incorporation</p>
<p>YMCA/YWCA Enterprise Centre 180 Argyle Ave. 4th Floor Ottawa, Ontario K2P 1B7</p>	<p>(613) 788-5001</p>	<p>*Business name registrations via OBC Workstations</p>
<p>MCBS COMPANIES AND PERSONAL PROPERTY SECURITY BRANCH Suite 200, 393 University Ave., Toronto, ON, M5G 2M2 Website: www.cbs.gov.on.ca/obc</p>	<p>(800) 361-3223 (416) 314-8880</p>	<p>* Replacement "Master Business Licence" and new registrations/cancellations by mail. Information on provincial incorporation.</p>
<p>SERVICEONTARIO Ottawa City Hall 110 Laurier Ave. W., Ground Floor Ottawa, ON K1P 1J1</p>	<p>(613) 238-3630 (800) 268-8758</p>	<p>*Business name registrations via OBC (Ontario Business Connects) Workstations *Publications Ontario *Register, renew, and as well as apply for federal/provincial programs. *Provincial Incorporations</p>
<p>Ministry of Finance Ottawa Regional Tax Office 1400 Blair Place, Suite 300, Gloucester, ON K1J 9B8 Website: http://www.trd.fin.gov.on.ca/</p>	<p>(613) 746-9200 (800) 461-4909</p>	<p>*Business name registrations via OBC Workstations *Vendor permit and PST registration *Employer health tax registration</p>
<p>OTTAWA PUBLIC LIBRARY Nepean Branch 101 Centrepointe Drive Ottawa, ON K2G 5K7 Website: www.opl.ottawa.on.ca</p>	<p>(613) 580-2424 ext. 41472</p>	<p>*Business name registrations via OBC Workstations</p>

7. EXPORTING/IMPORTING INFORMATION

EXPORT DEVELOPMENT CANADA (EDC) 151 O'Connor Street, Ottawa ON K1A 1K3 Website: http://www.edc.ca	(866) 283-2957 (613) 598-2500	*Export financing and insurance advice
FOREIGN AFFAIRS AND INTERNATIONAL TRADE CANADA (ENQUIRIES SERVICE) 125 Sussex Drive, Ottawa, ON K1A 0G2 Website: http://www.international.gc.ca/menu-en.asp	(800) 267-8376 (613) 944-4000	*General Enquiries Export & Import Controls Division General Enquiries, Miscellaneous Exports
TEAM CANADA INC. Website: http://exportsource.ca	(888) 811-1119	*Exporting Info/Market Studies *Export planning
THE CANADIAN TRADE COMMISSIONER SERVICE Website: http://www.infoexport.gc.ca		*Exporting information *Export planning *Foreign market research
EXPORT IMPORT CONTROL BUREAU Tower C, 4 th floor Lester B Peason Bldg, 125 Sussex Drive Ottawa ON K1A 0G2 Web site: www.dfait-maeci.gc.ca/eicb/menu-en.asp		*Import Export permits for items on the controls list
CANADA BORDER SERVICES AGENCY 2270 St. Laurent Blvd. Ottawa, Ontario K1G 6C4 web site: www.cbsa-asfc.gc.ca/smestepbystep/import/menu-e.html web site: http://www.cbsa-asfc.gc.ca/events/qc/que-import-e.html	(800) 461-9999 (online is easiest method to register)	Importing "Step by Step" for Entrepreneurs and Small and Medium Size Enterprises – free seminar *Step by Step Guides for Importing and Exporting *Seminar registration

8. Other

RBC ROYAL BANK 90 Sparks Street, Ottawa ON K1P 5T6 Website: http://www.royalbank.ca	(613) 564-3100	* Banking and Financial services
NELLIGAN O'BRIEN PAYNE LLP 66 Slater, Suite 1900, Ottawa ON K1P 5H1 Website: http://www.nelligan.ca	(613) 238-8080	* Comprehensive services in a wide range of legal and consulting areas
WELCH & COMPANY LLP 151 Slater, 12 th Floor. Ottawa ON K1P 5H3 Website: http://welchandco.ca	(613) 236-9191	* Accounting, Tax, Financial reporting, advisory and other related services

BDC http://www.bdc.ca BDC provides small and medium-sized businesses with <u>flexible financing</u> , <u>affordable consulting services</u> and <u>venture capital</u> .	1-888-INFO-BDC	BDC supports the needs of entrepreneurs at every stage of growth.
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