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KAVAMATKOT APIKHOIYIT  
DEPARTMENT OF JUSTICE  
MINISTÈRE DE LA JUSTICE

## Corporate Registries

Guide

### DECLARATION OF A BUSINESS NAME

#### About this Document

This document provides instructions for registering a business name in Nunavut, pursuant to the *Partnerships Act*.

#### Submission Guidelines

Be sure to read the document titled *Corporate Registries –Submissions Guide* (available from our website) so you understand the process, requirements and advantages of submitting your registration via email, and other submission options. The guide also explains how to complete the forms, and how to scan any additional supporting documentation that may be required.

#### Fees

Please consult the *Partnership Act Fee Schedule* for current fees.

#### About Business Names

The *Declaration of Use of a Business Name* form is to be completed by any person or company carrying on business in Nunavut who is using a business name other than their own name or who is using their own name but with an element added which indicates that more than one person is operating the business. For example, a person operating a sole proprietorship under their own name "Jean Doe" need not register, but a person using the name "Jean Doe & Company" must register.

A *Declaration of Use of a Business Name* within 60 days after the business name is first used.

#### Instructions

To register a business name, follow these steps:

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Legal Registries Division  
P.O. Box 1000 - Station 570, 1st Floor Brown Building,  
Iqaluit, NU X0A 0H0  
Tel: 867-975-6590 Fax: 867-975-6594 Email: corporateregistrations@gov.nu.ca  
www.justice.gov.nu.ca

1. Obtain and complete the *Declaration of Use of a Business Name* form.

**NOTE:** The full name of the business name user must be provided. Initials as first names will not be accepted for registration.

Complete postal and street addresses (including Postal Codes) must be provided. If a street address is not available, some other form of physical address, such as a house number or legal description (Lot, Block and Plan) must be provided.

2. Print and have the business name user sign the form.
3. Contact Legal Registries by telephone and place on file a credit card number to which we can charge the registration fee.
4. Scan the form as an Adobe PDF (Portable Document Format) file at a minimum resolution of 300 dpi and email it as an attachment to [CorporateRegistrations@gov.nu.ca](mailto:CorporateRegistrations@gov.nu.ca).

**DO NOT INCLUDE CREDIT CARD INFORMATION IN ANY EMAIL CORRESPONDENCE.**

Alternatively, the originally signed form may be forwarded by mail or by hand to Legal Registries at the address on this page (faxed delivery is not accepted). If you are paying by cheque, the cheque must be made payable to the Government of Nunavut.

**NOTE:** We review the proposed names to make sure that they aren't confusingly similar to names already on record.



***PARTNERSHIP ACT***  
**DECLARATION OF USE OF A BUSINESS NAME**  
**FORM 2**

1. NAME OF BUSINESS

2. NAME OF THE INDIVIDUAL OR CORPORATION USING THE BUSINESS NAME

*(name)*

*(complete postal and street address)*

3. BUSINESS ADDRESS

*(complete postal and street address)*

4. DATE BUSINESS NAME FIRST USED

*(year, month, day)*

5. NATURE OF THE BUSINESS

*(nature or type of business)*

I HEREBY DECLARE THAT this declaration is made under section 48 of the *Partnership Act* and I am (the corporation is) not associated in partnership with any other persons in the use of this business name and the information set forth is true.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*(day)*

*(month)*

*(year)*

*(signature of individual or authorized officer)*