

How to reserve a name online

1. Create a YCOR account or reserve name as a guest;
2. Select **Name Type** – Standard Reservation or Assumed Name: Assumed name is according to s.281 of the *Business Corporations Act*;
3. Enter **Proposed Name**; (including a legal element for a corporation, society or cooperative)
4. **Applicant name** – Last name, first name. Only one name required for reservation. Additional name(s) added in registration step;
5. **Authorized agent (optional)**;
6. **Applicant/Authorized Agent Email Address** –The email address where to send the reservation confirmation and payment receipt. An email address is required;
7. **Mailing address** – required; Review form and if complete Submit.

If the proposed name complies with the requirements of the Naming Regulations, the registrar will issue a Certificate of Name Reservation. The Certificate of Name Reservation is valid for a period of 90 days.

Sole Proprietorship – Select Declaration of Business Name;

Two or more people sharing ownership– Select Declaration of Partnership;

Yukon corporation – Select Incorporation of Corporation;

Corporation that exists elsewhere – Select Extra-Territorial Corporation Registration.

Other entity types: Not sure, what to select? Contact our office for assistance.

Additional resources for businesses

City of Whitehorse business licence

<https://www.whitehorse.ca/business-in-whitehorse/doing-business/business-licence/>

Inter-municipal business licence

https://www.ayc-yk.ca/programs/inter_municipal_business_licence

How to register for a business number or Canada Revenue Agency program accounts

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>

Information for GST numbers

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses.html>

Information for Personal Property Security Registry

The Personal Property Registry (PPR) records interests in personal property (motor vehicles, boats, inventory, accounts, etc.). Most often, individuals who use the PPRS are considering buying personal property such as a car or mobile home and they want to check to see if there are any registered interests. <https://www.acol.ca/>.



Corporate Affairs Yukon Corporate Online Registry (YCOR) Information Guide

Mailing address

Corporate Affairs
Box 2703, C-6
Whitehorse, YT Y1A 2C6

Physical Location (Delivery Address)

Corporate Affairs
307 Black Street
Whitehorse, YT Y1A 2N1

Contact Information

corporateaffairs@yukon.ca
Phone: 867-667-5314
Fax: 867-393-6251

Hours of Operation

Monday – Friday
8:30am-4:30pm
Closed Statutory Holidays



How to search the Yukon Corporate Online Registry (YCOR)

1. Go to <https://ycor-reey.gov.yk.ca>
2. Search as a guest or log in if you have an existing account.
 - **If you search as a guest:**
 - Enter the name of an entity in the search field;
 - Find the entity's name;
 - Look under the status column to view the status of the entity.
 - **If you have an account:**
 - Log in;
 - Enter the name of an entity in the search field;
 - Find the entity's name;
 - Look under the status column to view the status of the entity.

To submit filings online you must have an account created and a private filing key assigned to you.

How to create an account in the Yukon Corporate Online Registry (YCOR)

<https://ycor-reey.gov.yk.ca>

All YCOR accounts are general accounts and allow users to view anything in the registry that is available to the public for the applicable fee (if any). User accounts are not automatically linked to an organization that the user may be a part of when the account is created. Only when a private filing key for an organization has been requested and activated, can the user be linked to that organization and file any available filings.

1. Select 'Register for an Account';
2. Fill in the required fields;
3. Note: There will be a pre-set preauthorization amount of \$50.00. You can adjust the amount up to \$500.00. Make sure that you set it at the same amount or more than the fees you are going to be processing;
4. Select 'register';
5. An activation email will be sent to the email address provided;
6. Once activated you may login in to have access to the registry;
7. You will need to add a credit card to view profile reports/certificates of status or submit filings.

How to request a private filing key (PFK) to file online

Once your account has been created and activated (an email will be sent to activate), you will be able to go in and search the name of your organization. You will need to be authorized to request a Private Filing Key on behalf of the entity.

To the right of your organization's name you will see a 'filings' box where if you select 'submit', you can request a Private Filing Key (PFK).

The Private Filing Key with instructions will be mailed "confidential" to the individual requesting the PFK to the registered office address.

A letter is also sent to the board of directors of the entity to the registered office address. This informs them that the individual shown in the letter has requested a PFK to make changes on their behalf (the PFK is not included in the letter). If they did not authorize this request, they can contact us to have this PFK canceled.

Once you receive the PFK, you will need to log back into your account and activate it, using the instructions provided.

Once activated, you can search the name of your organization and go to the filings box to submit any of the available filings.

