

Opening Date: _____

Business Registration Check List:

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all required fees (as per Schedule B of the By-laws), forms, and documents required to complete the business registration process.

Please include this form when submitting your business registration.

Please be advised that it is a requirement that all Mobile Kits be inspected by the Association prior to receiving a mobile permit. This can be done at the Association or at the applicant's place of residence.

Included in my business registration package, I have submitted:

- Schedule C (Business Owner Agreement) – *Required*
- Schedule A-4 (Mobile Service Permit Registration) - *Required*
- Salon/Spa Proprietor Application/Registration Fee -*Required* (see Schedule B)
- Salon/Spa Permit Fee – *Required* (see Schedule B)
- Copy of Registry of Joint Stock Certificate (If a business operates or advertises under a business name other than an individual's first and last name only [i.e.: Jane Doe Esthetics], that business must be registered with the Nova Scotia RJSC. In this instance, a business permit will not be issued without business name approval from RJSC.) * *if applicable*

Please be advised salons and spas cannot offer services for fee, gain, or expectation of reward until a salon permit has been issued. _____ * (Please initial)

I acknowledge that I have read and understand the Salon and Spa Compliance Handbook and agree to comply with all guidelines. _____ * (Please initial)

<p>Method of Payment: (Please check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Cash <input type="checkbox"/> Credit / Visa Debit <input type="checkbox"/> By Phone <p>Cheque/money order is to be made payable to the Cosmetology Association of Nova Scotia.</p>	<p>If you selected "Credit," please fill out the information below to begin the registration process. All Financial information provided is strictly confidential.</p> <p>_____</p> <p>Name of Card Holder</p> <p>_____</p> <p>Card Number</p> <p>_____</p> <p>Card Expiry</p> <p>_____</p> <p>Card Holder Signature</p>
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Schedule B

Annual Licensing Fees (for all categories of licence)

Administrative Fee (payable by all applicants for licence and permits)	\$60
Active Member (Current Member, Salon Owner)	\$90
Associate Member (Student, Beauty Supply Company, Former and/or Retired Cosmetologist)	\$90
Cosmetologist (Hairdressing or Esthetics)	\$90
Master Cosmetologist (Hairdressing or Esthetics)	\$95
Master Instructor (Hairdressing or Esthetics)	\$100
Specific Licence	\$90
Specific Master Cosmetologist Instructor	\$100
Graduate	\$80
Temporary (Graduate, Transfer)	\$80
Visitor	\$80

Annual Cosmetology Establishment Fees

1 Cosmetologist	\$75
2-5 Cosmetologists	\$85
6-10 Cosmetologists	\$120
11+ Cosmetologists	\$145
Salon/Spa Relocation	\$155
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$75
Salon/Spa Proprietor Application for Registration	\$255

Examination Fees

Provincial Examination (for all exams)	\$155
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Annual School/College Fees

Student Enrollment	\$105
Provincial Examination	\$155
1 st DNA (Did Not Attend)	\$215
2 nd DNA	\$265
3 rd DNA	\$315
School Opening	\$805
School Relocation	\$205
School Permit (1-50)	\$205
School Permit (51+)	\$305
Program Review / Registration	\$155
Instructor Application	\$100

Other

Special Event Permit (maximum 3-day period)	\$25
Credential Review	\$155
Late Registration of Permit / Licence (applied on January 1)	\$40
FTA (Failure to Attend – Professional Development Classes)	\$40
Copy of Licence, Certificate, or Photo ID	\$25
Returned Cheque / NSF	\$45

HST is payable on all fees.

These fees may be amended by the Board of Directors, at its sole discretion, from time to time.

Schedule C
Cosmetology Association of Nova Scotia
Cosmetology Establishment Undertaking

Please send completed form to:
Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Cosmetology Establishment Name:

I, _____, owner/operator of this cosmetology establishment _____ agree and promise to ensure that all cosmetologists, master cosmetologists, master cosmetologist instructors, and students, employed or otherwise engaged at this cosmetology establishment will, at all times be licenced and fulfil any professional responsibilities set out in the *Cosmetology Act*, the Cosmetology Association of Nova Scotia's By-laws, and all policies and procedures developed by the Cosmetology Association of Nova Scotia.

Applicant's Signature

Date

Schedule A-4

**Cosmetology Association of Nova Scotia
Permit to Operate/Annual Renewal Form
(Mobile Service)**

Please send completed form to:

Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Permit Holder's Name: _____

Business Address: _____

Business Telephone Number: _____

Business Fax Number: _____

Email Address: _____

Hours/Locations of Operations: _____

Contact Person: _____

Position: _____

Owners (Names and Licence held):

Services offered: _____

Number of Cosmetologists: _____ (hair) _____ (esthetics)

Number of Master Cosmetologists: _____ (hair) _____ (esthetics)

Number of Master Cosmetologist Instructors: _____ (hair) _____ (esthetics)

By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association, may inspect all aspects of the mobile unit.

Applicant's Signature

Date

REGISTERING YOUR BUSINESS

COSMETOLOGY
ASSOCIATION OF NS

IMPORTANT INFO

WHO MUST REGISTER?

- **Everyone** doing business in Nova Scotia under a name other than their own **must** register their business with the Registry of Joint Stock Companies (RJSC)



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CONTACT

Mailing Address

Registry of Joint Stock
Companies
P.O. Box 1529
Halifax, NS
B3J 2Y4

Telephone:

902-424-7770
(toll-free) 1-800-225-8227

Email:

joint-stocks@novascotia.ca

Hours of Operation:

Monday to Friday, 8:30-4:30

STEP 1 – RESERVE BUSINESS NAME

- Find form on RJSC website
- Your name must be a unique & an accurate description of your business
- It should have the following 3 elements:
 - a) Distinctive – Maritime; Sally's; Glamour
 - b) Descriptive – Hair & Nail; Esthetics; Spa
 - c) Corporate* – Limited; Incorporated

*only requires corporate designation if incorporated

STEP 2 – SELECT TYPE OF BUSINESS

- Three main types:
 1. Sole proprietor – you alone
 2. Partnership – 2 or more persons
 3. Incorporation – creates separate legal entity
- Discuss which option is best for you with a **lawyer** and/or **accountant**

STEP 3 – FORMS & FEES

- Once your business name reservation is approved, you have **90 days** to complete registration by paying the applicable **fee** and filing (available on RJSC website):
 - a) Partnership form (applies to sole proprietors)
 - b) Incorporation form
 - c) Any other paperwork the RJSC requires
- You must **renew** your registration with the RJSC annually