

Opening Date: _____

Business Registration Check List: Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all fees, forms, and documents required to complete the business registration process. **Please include this form when submitting your business registration.**

Included in my business registration package, I have submitted:

- ☐ Schedule C (Business Owner Agreement)
- ☐ Schedule A-2 (Business Permit Registration)
- ☐ Salon/Spa Proprietor Application/Registration Fee (\$250 + tax)
- ☐ Salon/Spa Permit Fee (see Schedule B attached)
- ☐ Copy of Municipality Zoning Confirmation Letter
- ☐ Landlord Authorization Letter (for apartments)
- ☐ Copy of Registry of Joint Stock Certificate

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>Cheques/money orders 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 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-2
Cosmetology Association of Nova Scotia
Permit to Operate/Annual Renewal Form
Cosmetology Establishment

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)

Business Name: _____

Membership Number: _____

Business Address: _____

Business Telephone Number: _____

Business Fax Number: _____

Email Address: _____

Contact Person: _____

Position: _____

Type of Permit: _____

Number of Cosmetologists/Students: _____

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 enter the premises of this cosmetology establishment during reasonable working hours and inspect all aspects of the cosmetology establishment.

Applicant's Signature

Date



Please take the time to provide the following information for all employees working within your cosmetology establishment (employee name, member no., date of birth and email address) regardless of whether or not they are a Member of the Association. Please use the reverse side of the page if more space is required.

It is helpful for inspectors to be aware of non-member employees working within the establishment and up to date contact information helps the Association provide information to Association Members on upcoming educational classes and events. Stay in the loop!

Salon Name: _____ Licence No. _____ Salon Email: _____

EMPLOYEE NAME:	MEMBER NO.	RENTER/EMPLOYEE	DATE OF BIRTH (D/M/Y)	EMAIL
Ex: John Doe	Ex: 12345	Ex: employee	29/05/1982	info@nscosmetology.ca
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Once form has been completed, please fax to: (902) 468-7147 or email: info@nscosmetology.ca

NOTICE TO MEMBERS

Licence Fee Increase

Please be advised, effective as of January 1, 2020 the following licence fees have increased:

<u>Licence</u>	<u>New Fee</u>
Cosmetology (Hairdressing)	\$85
Master Cosmetologist (Hairdressing)	\$90
Master Instructor	\$95
Specific Licence	\$85
Specific Instructor	\$95
Associate Member	\$85

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

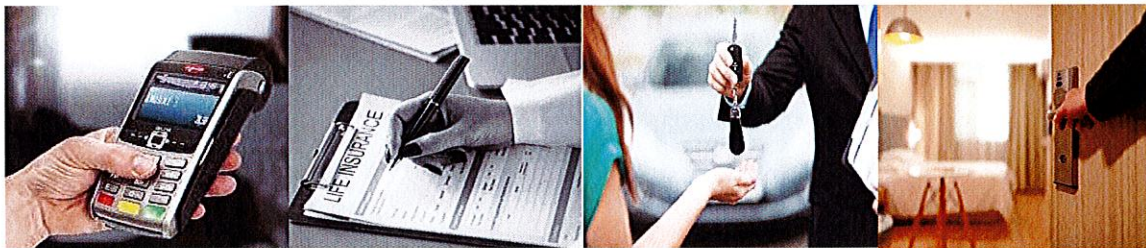
- Once your business name reservation is approved, you have **90 days** to complete registration by paying the applicable **fee** and filing (available on RJSC website):
 - a) Partnership form (applies to sole proprietors)
 - b) Incorporation form
 - c) Any other paperwork the RJSC requires
- You must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

COSMETOLOGY ASSOCIATION *of* NOVA SCOTIA

126 Chain Lake Drive Halifax, NS B3S 1A2
Telephone: (902) 468-6477 Facsimile: (902) 468-7147 Toll Free: (800) 765-8757

As a member of the Cosmetology Association of Nova Scotia you have access to exclusive discounts, savings, and added value from many third-party benefactors. The Cosmetology Association is pleased to partner with the following businesses.

MEMBER BENEFITS



Education

The Cosmetology Association of Nova Scotia provides education for licence upgrading and/or professional development, oftentimes at no cost to members. Please visit [Member Education](#) for more information and upcoming classes.

Business Support

Paystone is the preferred provider of merchant services for the Cosmetology Association of Nova Scotia and offers [Paystone Partnership](#) for accepting digital payments. Paystone will match you with a solution that will help lower your operational costs, save you thousands annually, and enhance the customer experience. For a home salon or an independent service provider, terminals can start out at \$15 per month. For more information, please contact Paystone directly. For a look at Paystone's catalog, click [here](#).

[Eclipse Media Group Inc.](#) (902.443.3244) Do you need a great look and superior online presence? Eclipse Media Group will assist with building a professional website for [\\$79.00 \(plus applicable taxes\) per month](#), including hosting. Eclipse Media Group will provide Members with an easy-to-navigate website that includes up to five content pages, a photo gallery, Social Media links, testimonials, a "contact us" form, access to



Google Maps, secure cloud hosting, and email accounts. In today's world, it is necessary to have a functional, sophisticated website. Let the team at Eclipse Media Group help you out with concept, design, and maintenance. You won't be disappointed!

Safety Services Nova Scotia (902.454.9621) Offers programs at discounted rates, such as WHMIS (Workplace Hazardous Materials Information System), driver training, and First Aid training. (Individuals working with any type of chemicals are required **by law** to possess up-to-date WHMIS training.) Safety Services Nova Scotia is proud to offer our members exclusive discounts.

SNAP Business Solutions (902.452.0423) is a business and management consulting company specializing in simple and effective systems, processes, and strategic planning aimed at helping small businesses with everyday challenges. SNAP Business Solutions is pleased to offer members preferred rates (20% discount) and complimentary consultations. For more information, please contact SNAP Business Solutions directly via the website or phone.

Allan Marshall & Associates Inc. (888.371.8900) Wants to help members experiencing financial difficulty. To access member discounts, please use Client Code 3488-3468 to receive counseling in relation to credit, assets, bankruptcy, and more.

As Seen in the Atlantic (902.266.9475) is offering all licensed members a 20% off list pricing on all Print, Tradeshow, and Promotional Products. Signage brochures, mailers, banners, appointment, loyalty and business cards, posters, signs display, window & floor graphics, and more. Also available promotional products from T-Shirts, Jackets, Hoodies, Water Bottles, Magnets, and we carry many specialty items as well.

Travel & Entertainment

Future Inn (902.443.4333) Conveniently located in Clayton Park West, just 20 minutes from downtown Halifax and adjacent to Bayers Lake shopping district and the Cosmetology Association. The Future Inn offers all members preferred rates at \$119 plus tax. This includes a hot plated breakfast, free wifi, and free parking.

Cambridge Suites Hotel - Halifax (800.565.1263) Located in downtown Halifax with the added value and comfort of more space. Extra-roomy suites and the fast and friendly service of their upscale hotel keep you feeling at home in the City. Rates are as follows: Jan-Apr \$139, May-Oct \$175, and Nov-Dec \$139. To book, please visit Cambridge Suite's website (under ADD CODE, select Corporate Rate, and type in **CANS**), or contact directly at the number provided. *Proof of licence is required on check-in.*

COSMETOLOGY ASSOCIATION NOVA SCOTIA

Cambridge Suites Hotel - Sydney (800.565.9466) Perfectly located in the heart of the downtown waterfront district in Sydney, Nova Scotia, Cambridge Suites Hotel provides an extra measure of comfort during business trips, a leisurely vacation, or an extended stay. They are pleased to provide the Association's members a rate of \$139 plus tax for both a standard room and/or a one-bedroom suite. This rate includes a complimentary buffet breakfast and free parking. Use booking code **CANS** for online bookings. *Proof of licence is required on check-in.*

Hampton Inn by Hilton - Sydney (902.564.6555) The Hampton Inn by Hilton wants you to feel "at home" when visiting one of their beautiful, air-conditioned rooms, at a special Association member rate of \$119 plus tax. Each room features a kitchenette (with refrigerator and microwave), wireless internet access, and an LCD TV. The Hampton Inn boasts a rec, spa, and premium amenities, including an indoor pool, waterslide, fitness center, and restaurant.

Four Points by Sheraton (902.423.4444) Located between Hollis Street & Spring Garden Road in the heart of downtown Halifax, Four Points by Sheraton is just one block from the waterfront and within walking distance of Citadel Hill and the Nova Scotia Museum of Natural History. Four Points by Sheraton Halifax is pleased to partner with the Cosmetology Association to offering members a 15% discount off the regular price of any room.

Travel Club by Flight Centre (866.725.5865) Offers members personal travel consulting with access to the widest range of airfare, tour, cruise, hotel, and holiday packages at the best prices. Receive a quote within 24-hours after inquiry and a \$50 discount on bookings, using the Association's Member ID "**TC0140**".

Park'N Fly - Halifax (902.873.4574) Offers members 20% off parking. Whether you are taking a holiday or traveling for work, Park'N Fly will save you money anytime you are in the air! To access and view the Association's corporate rates online, please click [here](#) and simply use **Corporate Discount Code: 1019400** at the time of check out to enjoy superior savings!

Discount Car Rental (800.263.2355) Offers members affordable car rental options to get you where you need to go! Contact the call center directly at the number provided and use passcode "**CDP CODE 33172**" for savings.

Insurance

Medavie Blue Cross offers members a \$10,000 Life Insurance Policy that is now **automatically included** in your Association membership (effective as of February 1, 2020, or upon the date of approved membership). Licenses must be active and fees must



be up-to-date at the time of death. For more information or to obtain a beneficiary designation form, please contact the Cosmetology Association directly at (902) 468-6477. Additional information can be found under [Medavie Blue Cross Life Insurance](#) on our website.

Southport Benefit Solutions (902.446.3900) Pleased to be the Association's exclusive provider for the following benefits: personal health and dental, company group insurance, travel, and long-term disability benefits. Contact Southport today to obtain insurance that is right for you.

To learn more, please click on the [Health and Dental Information Sheet](#) or contact the team at Southport Benefit Solutions a call at 1(877)446-5763 or email andrew@southportasset.com. They'd be happy to help.

Genrus United 1-800-436-7878. Many people go without health benefits. Now you can access big savings on generic drug prescriptions to treat mental health, chronic illness, and birth control. Everyone is pre-approved and has access to as much as 80% savings. Your Genrus membership is emailed upon sign-up for use at a participating pharmacy who will transfer your prescription file. In Halifax, Dartmouth and Bedford, also enjoy 25% savings on physio, massage, acupuncture and other therapeutic services with your Genrus United membership. Also available, savings towards online Cognitive Behaviour Therapy – visit www.genrusunited.ca

Here is the link to sign-up for your [Free 1-year Membership](#). *(value of \$79 and available to the first 1,000 applicants).*

Investors Group Offers the membership a Group RRSP. Members have access to an Investors Group consultant who will provide confidential, personalized financial advice covering topics such as retirement planning, saving for a child's education, tax planning, cash management, and estate planning. Contact Investors Group today to meet with a local consultant and receive exemplary advice regarding your financial plan.

Central and Western Nova Scotia: (902.468.3444) -- Rose Hopkins or Karen Clements

Eastern Nova Scotia including Cape Breton: (902.562.5000) -- Ken MacLean, Joanna MacIntyre or John Cashin

Caldwell Roach (902.893.4204) Assists members in securing home, auto, and business insurance. Are you a salon or spa owner? Caldwell Roach provides coverage for



professional liability, business interruption, employee belongings, employer liability, crime, and much more. Customized packages are available to accommodate insurance needs - from the largest salons and spas to small one-chair operations.

Household & Personal

Ascendo Fitness - Sydney (902.270.7747) Offers members a 20% savings on a yearly membership that includes all access and a full schedule of classes. Healthy choices and friendly support for the community is their mission. Ascendo Fitness is dedicated to creating an environment where everyone can thrive. *Photo ID as proof of licensure with the Association will be required when signing up for membership.*

Goodlife Workplace Wellness - As a member of the Cosmetology Association of Nova Scotia, Goodlife Fitness is pleased to offer preferred membership pricing with access to over 250 Goodlife Fitness Clubs across Canada. Included with your corporate membership are the following benefits: significant savings (up to 40%) off regular membership rates, corporate rate extended to family, professionally trained staff, towel service, access to Goodlife Rewards Program, and world-renowned Group Fitness Classes. *The enrollment process will take approximately 10 to 15 minutes to complete. Please visit <https://corporate.goodlifefitness.com>*

Elizabeth Fougere RMT (Registered Massage Therapist) - (1-782-882-1518) Offers members a 10% discount on 1-hour Massage Therapy Treatments. Elizabeth is an independent Massage Therapist located at the Dartmouth Yoga Center. Trained in Swedish Massage, Chronic Pain, and Aromatherapy, Elizabeth applies a variety of techniques to bring health to injured muscles, ligaments, and bones. A valid CANS licence must be presented at the time of booking. Provides direct billing to most major insurance companies. [Click here](#) for more information.

Ultramar - Offering an exclusive Home Heating Offer to Cosmetology Members in good standing. Members receive a savings of \$0.08 cents per litre on furnace oil, new propane customers receive a 300 L credit on first delivery (*conditions apply*), and 50% savings on a service plan for the first year. Bundle your oil and propane and receive an additional 2 cents per litre. (*Contact the Association office to receive your exclusive PROMO CODE*). For more information, please contact Sandra Telfer sandra.telfer@parkland.ca or by phone (902.219.4944).

Massiah's Cleaning - (902.691.3600) A locally owned and operated commercial cleaning company looking to cater to your Cosmetology needs. They cater not only to your floors but your weekly cleaning and COVID-19 requirements. Contact them today for a free cleaning and COVID-19 inspection and let them help you keep your business not only looking it's best but keep it safe. Cosmetology Association members get a 20% discount



on all cleaning and COVID services.

Contact by phone or by email. info@massiahscleaning.com

Coldwell Banker - Supercity Realty Offers a 20% discount on a member's selling commission and 20% buying commission cashback. To receive more information on this exclusive offer, call (902.450.5752) or visit Coldwell Banker's website for more information on the company and its services.

Killerclean (902.233.5557) Offers members 20% off all services, including residential and/or business cleaning, car care, and personal laundry and grocery shopping.

Big Dig Excavating Ltd. (902.237.7278) Offers members 10% off all services, including excavation, drain installation and/or repair, demolition, trucking, foundation repair, sodding, and fire/insurance clean-ups.

Because your success matters.

Offering preferential rates for debit and credit card processing.

COSMETOLOGY
ASSOCIATION
NOVA SCOTIA

PARTNER PROGRAM

Partner with Paystone.

Paystone is the preferred provider of merchant services for the **Cosmetology Association of Nova Scotia**. Members are eligible for the Paystone Association Discount Program which provides unified lowest rates and fees for accepting credit and debit payments.

- ✓ **Clear reporting:** Powerful reporting tools that help you analyze trends for your business.
- ✓ **Bank of choice:** Deposit all your card transactions securely to your bank of choice.
- ✓ **Industry leading tech:** Providing the latest hardware that meets the highest level of security.

Processing fees guaranteed to beat your current rates.

Ask for advice and complete a cost analysis to get informed.

At cost

VISA + Mastercard

Interchange Rate + Assessment Fees

4.9¢ / transaction

Authorizations and Interac Debit

\$9.95 / month

PCI Security Fee

Certification + \$100,000 protection

\$14.95 / month

Hardware Starting Price

\$9.95 / month

Account Fee

\$99 one time setup

e-Commerce Gateway



Poynt Terminal

World's first smart terminal



Appointment Scheduling Software

Scheduling & product solution



Clover Flex

eCommerce & mobile solution

CONTACT

Omar Kadray, Regional Sales Partner

O: 1-888-900-9192 C: 1-902-412-2720

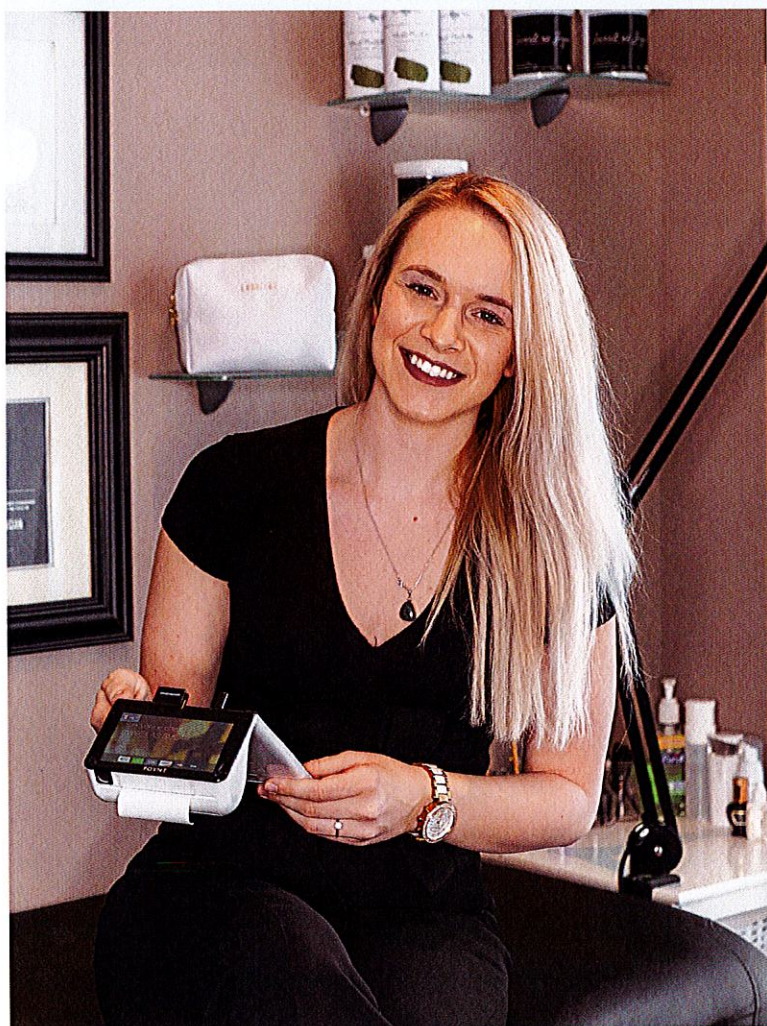
okadray@paystone.com paystone.com



Sweet As Sugar

After a couple conversations with Madison about her business needs, her overall brand image, and some of her challenges with accepting payments, Paystone tailored a cost-effective solution with the Poynt Smart Terminal.

"I didn't understand the entire payments industry before. It was all very intimidating. But with Paystone, it was so personable and so easy to get set up. And after they gave me a demo of the Poynt terminal, I knew I had to have it."



"It's extremely easy to use and I get non-stop compliments on it from my clients. It makes my business look more professional and it fits the elegance of my brand."

Madison Van Dyk

Owner, Sweet As Sugar

CONTACT

Omar Kadray, Regional Sales Partner

O: 1-888-900-9192 C: 1-902-412-2720

okadray@paystone.com paystone.com

