

COSMETOLOGY ASSOCIATION NOVA SCOTIA



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

In-home Opening Date: _____

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)
- Proof of Insurance (binder letter)
- Copy of Zoning Permit - Confirmation for the Municipality's approval
- 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 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 (payable to the Cosmetology Association of Nova Scotia) <input type="checkbox"/> Money Order (payable to the Cosmetology Association of Nova Scotia) <input type="checkbox"/> Debit <input type="checkbox"/> Cash <input type="checkbox"/> Credit / Visa Debit <input type="checkbox"/> By Phone 	<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

One-time Administrative Fee (payable by all applicants for licence and permits)	\$55
Cosmetologist (Hairdressing or Esthetics)	\$75
Master Cosmetologist (Hairdressing or Esthetics)	\$80
Master Instructor (Hairdressing or Esthetics)	\$85
Specific Licence	\$75
Specific Instructor	\$85
Graduate	\$75
Temporary (Graduate, Transfer)	\$75
Visitor	\$75
Associate Member (Salon Owner, Beauty Supply Company, Former/Retired cosmetologists)	\$75

Annual Cosmetology Establishment Fees

1 Cosmetologist	\$70
2 - 5 Cosmetologists	\$80
6 - 10 Cosmetologists	\$115
11+ Cosmetologists	\$140
Salon/Spa Relocation Fee	\$150
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$70
Salon/Spa Proprietor Application/Registration Fee	\$250

Examination Fees

Examination (for all exams)	\$150
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Annual School/College Fees

Student Enrolment	\$55
Examination Fee	\$150
1 st DNA	\$210
2 nd DNA	\$260
3 rd DNA	\$310
School Opening	\$800
School Relocation	\$200
School Permit Fee (1 - 50)	\$200
School Permit Fee (51+)	\$300
Program Review/Registration Fee	\$150
Instructor Application	\$100

Other

Credential Review Fee	\$150
Late Registration Permit/Licensing Fee (applied on January 1)	\$25
Copy of Licence/Certificate	\$20
NSF Fee	\$40

***** HST payable on all fees *****

These fees may be amended by the Board, 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-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

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)



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

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

COSMETOLOGY ASSOCIATION NOVA SCOTIA



Benefits for salon and spa owners

Many are unaware of what the Cosmetology Association of Nova Scotia does, and the benefits available to its members. Third-party benefactors are:

[Eclipse Media Group Inc.](#) (902.443.3244) Will build professional, easy to navigate websites (like this one) for members at a 15 % discounted rate. It is necessary to have a functional, sophisticated website to be in business today. Let the team at Eclipse help you out; for concept, design, and maintenance... they do it all!

[Caldwell Roach](#) (902.893.4204) Assists members in securing home, auto, and business insurance. Are you a salon or spa owner? Caldwell Roach can provide coverage for Professional Liability, Business Interruption, Employee Belongings, Employer Liability, Crime, and much more. Customized packages are available to accommodate the insurance needs from the largest salons and spas to small one chair operations.

[Southport Asset Management](#) (902.446.3900) The Association's exclusive provider for the following benefits: personal health and dental, company group insurance, travel, and long-term disability benefits.

[Safety Services Nova Scotia](#) (902.454.9621) Offers programs at discounted rates such as WHMIS, and driver and first aid training.

[Workplace Hazardous Materials Information System \(WHMIS\)](#) Individuals working with any type of chemicals are required by law to have WHMIS training. Safety Services Nova Scotia is proud to offer members exclusive discounts.

[Allan Marshall & Associates](#) (888.371.8900) Wants to help relieve members experiencing financial difficulty. Individuals and businesses can contact the company using Client Code 3488-3468 to receive counseling in relation to credit, assets, bankruptcy, and more.

[ZOMARON](#) (902.412.2720) Zomaron Pay is the preferred provider of merchant services for Cosmetology Association of Nova Scotia and offers preferential rates for accepting digital payments. Zomaron will match you with a solution that will help you lower your operational costs, save you thousands annually, and enhance your customer experience. Call Omar Kadray for a quote today!

[Investors Group](#) Offers the membership a Group RRSP. Members have access to an Investors Group consultant who provides confidential, personalized financial advice. Call today to meet with your local consultant for a complimentary update on 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).

... and much more! Please see our website at www.nscosmetology.ca.

Because your success matters.

Offering preferential rates for debit and credit card processing.

COSMETOLOGY
ASSOCIATION
NOVA SCOTIA

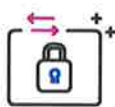
Partner with us.

Zomaron Pay is the preferred provider of merchant services for **Cosmetology Association of Nova Scotia** and offers preferential rates for accepting digital payments. Zomaron will match you with a solution that will help you lower your operational costs, save you thousands annually, and enhance your customer experience.



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



SIRIS POS

Scheduling + product solution



CONVERGE ALL-IN-ONE

E-commerce + mobile solution

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okadray@zomaron.com
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