



**Customer Support Guide  
Corporate Registry Business  
Name Registration**

Date: March 2023



## Disclaimer

Materials in this document are for demonstration purposes only. The characters and events depicted are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the ISC website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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## Revision History

Version	Revision Date	Summary of Changes	Pages Changed
1.0	18 Oct 2018	Creation	All
2.0	12 Mar 2023	Updated to reflect changes associated with new Business and Non-profit Corporations Acts and Regulations.	All



## Formatting Note

In this manual, underlining is used to emphasize important points.

**Bold type** is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

*Italics* are used for the titles of acts and regulations.

[Green text](#) is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.



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## Getting Started

To start:

1. Go to <https://corporateregistry.isc.ca/>
2. Enter your username and password.

**CORPORATE REGISTRY**

The Corporate Registry website is a fast and easy way for you to file business information required by the Government of Saskatchewan. The information you submit online is automatically checked to make sure you have provided all the necessary details. You can access all your submission, any documents you have ordered and any certificates that have been issued to you from your customer workspace.

**LOGIN**

User Name

Password

Forgot Password?

Forgot User Name?

By logging in, you accept the [Terms and Conditions of Use](#), effective November 24<sup>th</sup>, 2021.

3. Click **Login**. Your **dashboard** will display.

**ISC** Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome, [User Name]

**Your Summary**  
Overview of your account activity

No data available in table

**News & Announcements**  
View the latest news at ISC

**Latest Events (last 10)**  
Quick access to the most recent activity on your account

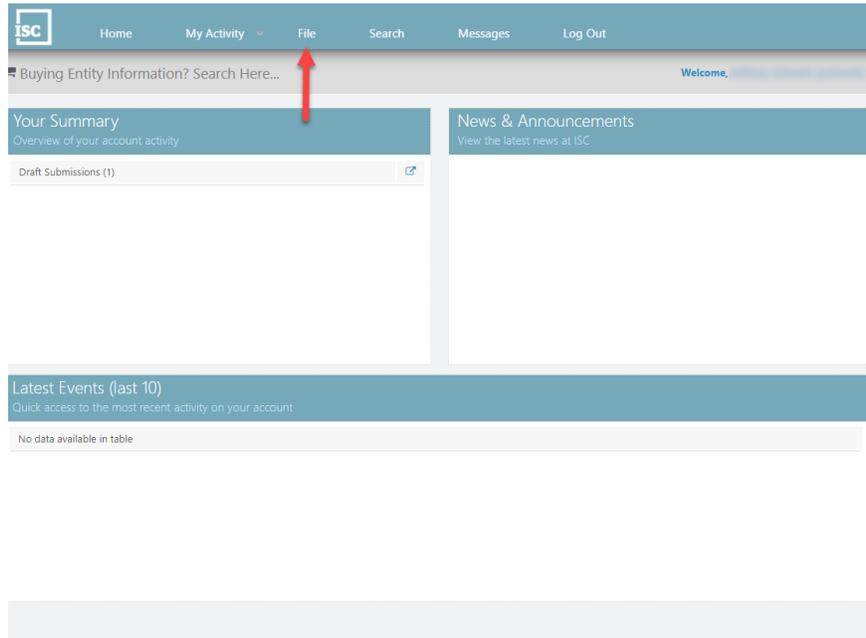
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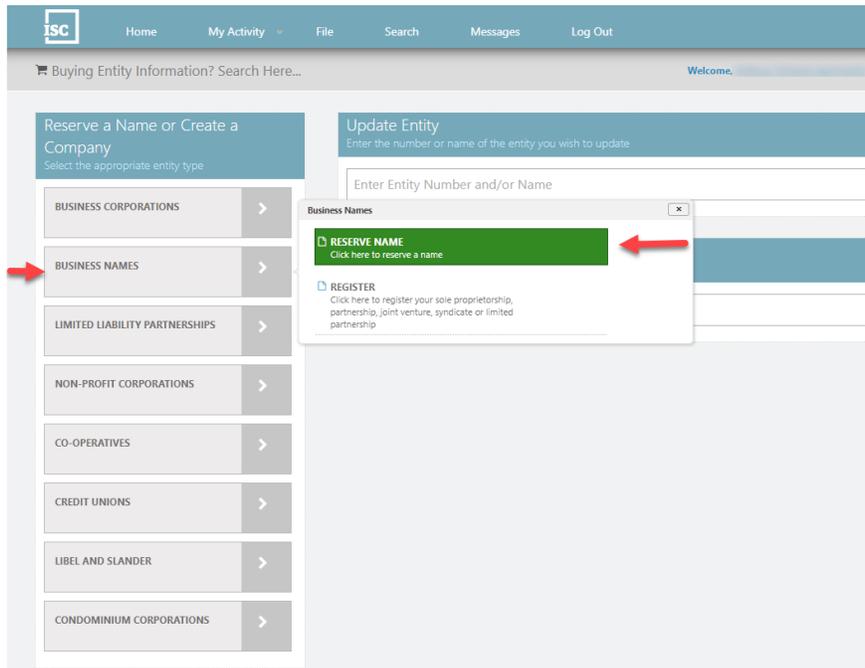
## Reserve Name

- On the Home page, select **File** at the top middle of the page.

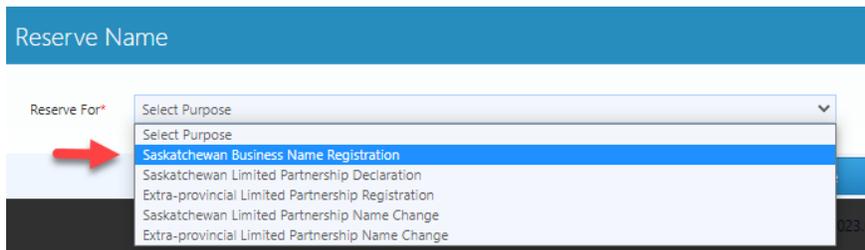


- Choose your Business Type on the left side of the page and then click **Reserve Name**.
  - ❖ If the Business Name expired or has been cancelled by Corporate Registry in the last 90 days, please proceed to the Registration step.

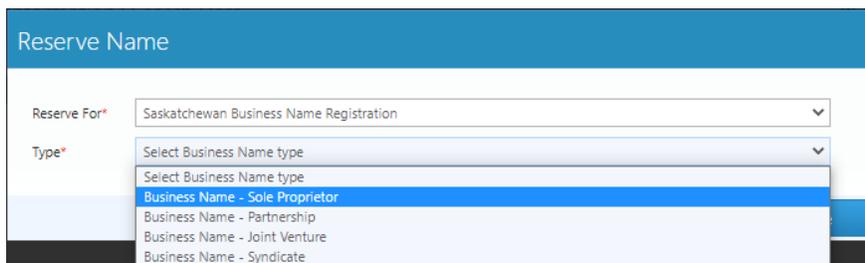




- Click on the dropdown arrow to select a Purpose for reserving your name. Choose **Business Name Registration**.



- Click on the next dropdown arrow to select your **Business Name Type** and click the **Continue** button.



- Provide the Language if it is not an English only name.





- Enter the Company Name you would like to use in the Entity Name field and click on **Check Name**.

Reserve Name - Business Name

**Name to Reserve**

✓ Purpose Saskatchewan Business Name Registration

✓ Type Business Name - Sole Proprietor

**Name to Reserve**

Language English Name only

Entity Name\* Enter Company Name to Check

Clear Check Name

- Enter a Nature of Business in the Search field. If you are getting no results when you search, you can click on the list icon to the right.
- Provide Additional Information; choose Not Applicable if this does not apply to you. Click **Next**.

Nature of Business

Search Enter your Nature of Business here

NAICS Code Description Change Type

No data available in table

Additional Information Not Applicable

If you are getting no matches when you search a Nature of Business, click here

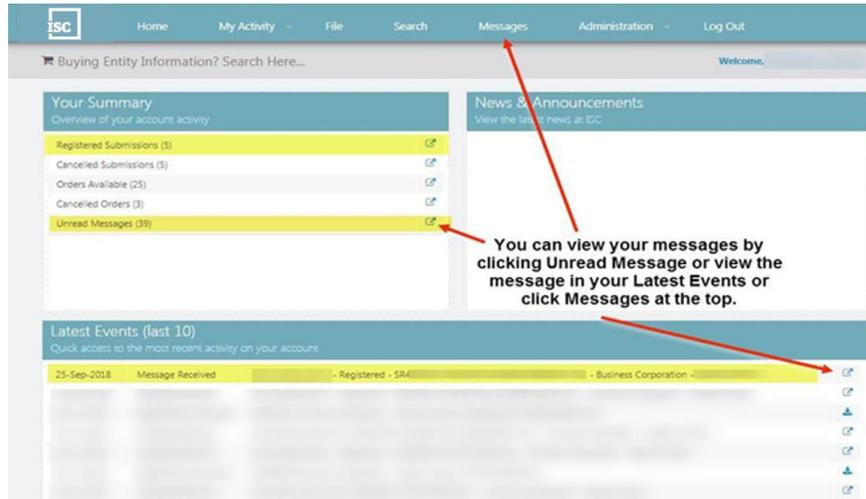
Save as Draft Next

- Follow all of the steps in the Name Reserve Form to the Summary. Click **Submit** in the Summary step to send in your submission to Corporate Registry and make payment.
- If you would like a printed copy of the Summary, click on the link Submission Form Document on your confirmation page. You can download the PDF. You can also locate the Summary later under My Activity, Submission or back to the Dashboard (Home) and you can view Registered Submissions under Your Summary.
- You can view the status of the submission in the Latest Events on your Dashboard (Home). Open the message for the Registered Submission that matches the SR# you received on the confirmation page.
- **You will need to obtain the Reservation Number** in your **Submission Registered – Reserve Name** message to move on to the Business Name Register step.



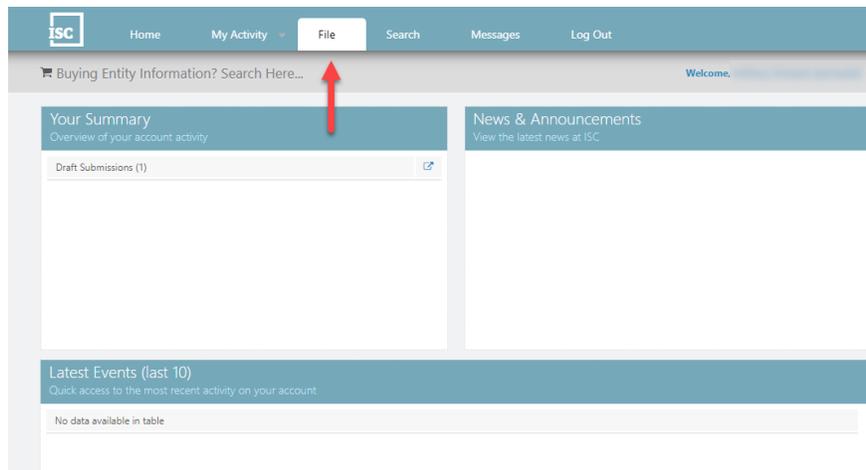


- You can also call 1-866-275-4721 or email [corporateregistry@isc.ca](mailto:corporateregistry@isc.ca) to confirm the status of your Reserve Name.



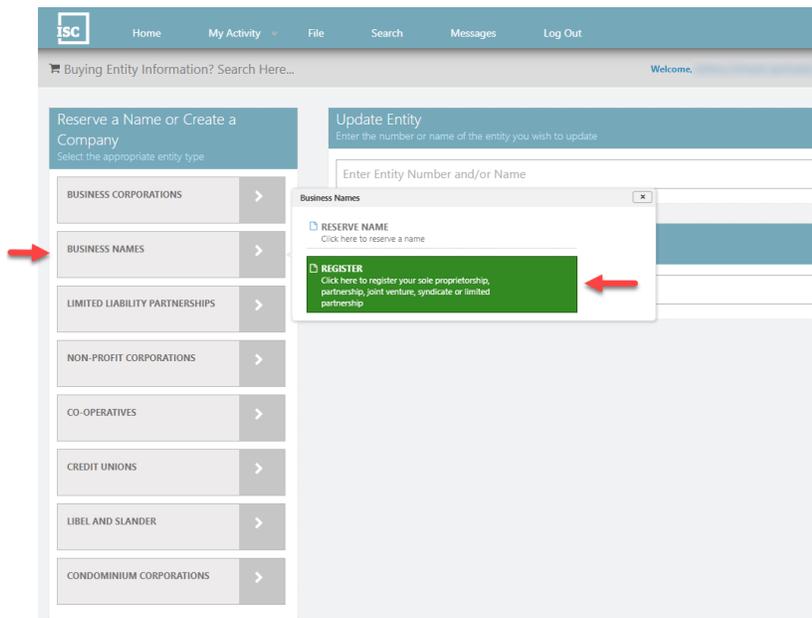
## Business Name Registration

- Copy or write down your Reservation Number from the Submission Registered – Reserve Name message.
  - ❖ If the Business Name has expired or been cancelled by Corporate Registry in the last 90 days you do not need a Reservation Number.
- On the Home Page, choose **File** at the top middle of the page.



- Choose your Business Type on the left side of the page and click **Register**.





- Click on the **No** radio button and enter your Reservation Number. Click **Continue**.

Registration

Change to No 

Has the business name or limited partnership expired or been cancelled by the Corporate Registry in the last 90 days?  Yes  No

Reservation Number\*

If you need a name reservation number and don't yet have one, click here.

- If the Business Name expired or been cancelled by the Corporate Registry in the last 90 days click on the **Yes** radio button and enter your Entity Number or name to search for the company you had before. When the name populates, click on it. Click **Continue**.

Registration

Has the business name or limited partnership expired or been cancelled by the Corporate Registry in the last 90 days?  Yes  No

Existing Entity Details

Entity Search





- Follow all of the steps in the Business Name Registration Form to the Summary. Click **Submit** in the Summary step to send your submission to us and make payment.
  - ❖ **TIP:** The Proprietor or Partnership step is how you can add the owners. Click on **Add** to add the individual's owner information and click **Add**.

Buying Entity Information? Search Here...

### Registration - Business Name

- Entity Details
- Business Address
- Proprietor**
- Power of Attorney
- Finance Registration
- Fees
- Summary

Entity Details  [+ Show Details](#)

To add a new Proprietor, select "Add".

- **If you are registering an Operating Name/Trade Name** click on Add and change your Proprietor Type to Body Corporate by clicking on the dropdown arrow. Search for the Corporation with the Entity Number or Name. When the name populates, click on it and click Add.

### Add Proprietor

**Details**

Proprietor Type\*

Entity Search

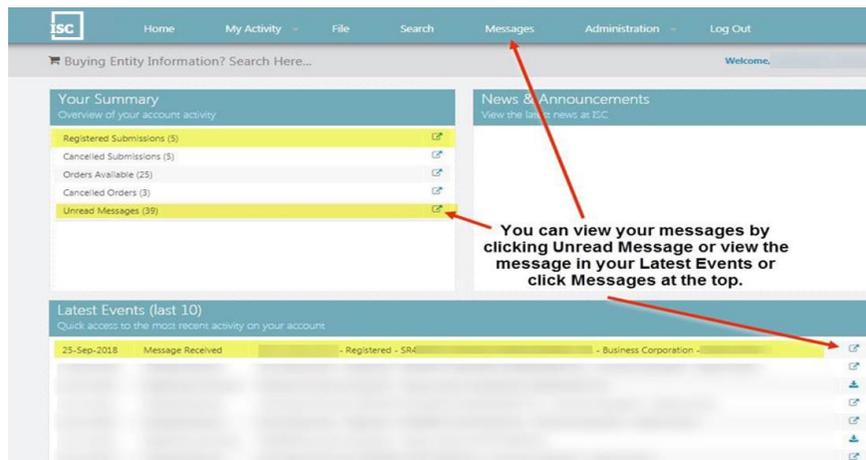




- If you would like a printed copy of the Summary, click on the link Submission Form Document on your confirmation page. You can download the PDF. You can also locate the Summary in the future under My Activity, Submission or back to the Dashboard (Home) and you view Registered Submissions under Your Summary.



- To confirm if your submission is registered, you can view the Latest Events on your Dashboard (Home). Open the message for the Registered Submission that matches the SR# you got on the confirmation page. This is where you can print the attached Electronically Certified certificate of Registration.



***Disclaimer: The Corporate Registry cannot provide legal advice about your file form. Please contact a lawyer to discuss your legal concerns.***

