



**Customer Support Guide  
Corporate Registry Restoral with  
Name Search**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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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# Corporate Registry Getting Started – For/Not-for Profit Restoral

To start:

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



Saskatchewan  
Corporate Registry

#### 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

 [Forgot Password?](#) [Forgot User Name?](#)

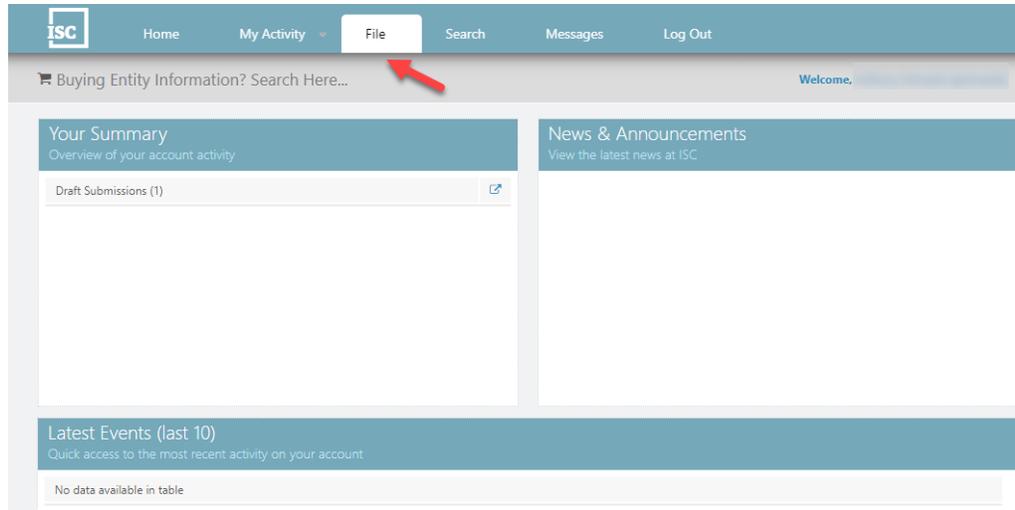
By logging in, you accept the [Terms and Conditions of Use](#), effective November 24<sup>th</sup>, 2021.

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



## Reserve Name for Restoral

- Go through the previous steps to login to the Corporate Registry Website.
- On the Home page, choose File at the top middle of the page.



- A Name Reservation is only required if the Corporation has been struck off more than one year ago.
  - Select your CorporationType on the left side of the page and then click Reserve Name.
- If it has been less than a year, proceed to the **Application to Restore Name to the Register** step.
- Numbered Corporations can proceed to the **Application to Restore Name to the Register** step.





## For Profit Example:

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome,

Reserve a Name or Create a Company  
Select the appropriate entity type

- BUSINESS CORPORATIONS
- BUSINESS NAMES
- LIMITED LIABILITY PARTNERSHIPS
- NON-PROFIT CORPORATIONS
- CO-OPERATIVES
- CREDIT UNIONS
- LIBEL AND SLANDER
- CONDOMINIUM CORPORATIONS

**Business Corporations**

- RESERVE NAME**  
Click here to reserve a name for a new or existing entity
- INCORPORATE  
Click here to incorporate your business
- AMALGAMATE  
Click here to amalgamate two or more Saskatchewan corporations
- REGISTER  
Click here to register an extra-provincial corporation
- AMALGAMATE (EXTRA-PROVINCIAL)  
Click here to file an extra-provincial amalgamation
- CONTINUE INTO SASKATCHEWAN  
Click here to file a jurisdictional continuance
- CONTINUE FROM ANOTHER ACT  
Click here to file an act continuance

\*For Profit Example

## Non-Profit Example:

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome,

Reserve a Name or Create a Company  
Select the appropriate entity type

- BUSINESS CORPORATIONS
- BUSINESS NAMES
- LIMITED LIABILITY PARTNERSHIPS
- NON-PROFIT CORPORATIONS
- CO-OPERATIVES
- CREDIT UNIONS
- LIBEL AND SLANDER
- CONDOMINIUM CORPORATIONS

**Non-profit Corporations**

- RESERVE NAME**  
Click here to reserve a name for a new or existing non-profit
- INCORPORATE  
Click here to incorporate your non-profit
- AMALGAMATE  
Click here to amalgamate two or more Saskatchewan non-profits
- REGISTER  
Click here to register an extra-provincial corporation
- AMALGAMATE (EXTRA-PROVINCIAL)  
Click here to amalgamate one or more extra-provincial entities
- CONTINUE INTO SASKATCHEWAN  
Click here to file a jurisdictional continuance
- CONTINUE FROM ANOTHER ACT  
Click here to file an act continuance

\*Non-Profit Example



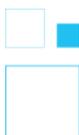


- Click on the drop-down arrow to select a **Purpose** for reserving your name. Select **Restoral** and click the **Continue** button.

The screenshot shows the 'Reserve Name' form. The 'Reserve For\*' field has a dropdown menu open, displaying a list of purposes. The 'Restoral' option is highlighted in blue. Other options include 'Select Purpose', 'Incorporation', 'Amalgamation', 'Name Change', 'Name Change for Reorganization', 'Revival', 'Jurisdictional Continuance', 'Act Continuance', 'Extra-provincial Registration', 'Extra-provincial Amalgamation', 'Extra-provincial Name Change', and 'Extra-provincial Restoral'.

- Enter your Entity Number or Entity Name to search for the company you want to Restore. When the name populates, click on it.

The screenshot shows the 'Reserve Name - Business Corporation' form. The 'Purpose' is set to 'Restoral'. The 'Existing Name' section has an 'Entity Search' field with the placeholder text 'Search for an Entity Using Number or Name'. A red arrow points to this field. Below it is an 'Additional Information' section with a dropdown menu set to 'Not Applicable'. At the bottom right, there are 'Save as Draft' and 'Next >' buttons.





- You may be prompted to provide a new Nature of Business/Nature of Activities. If you search for a new selection and are getting no results, 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 [redacted]

Existing Nature of YOUTH ORGANIZATION

The nature(s) of [redacted] added below will replace the existing nature of [redacted]

If you are getting no results, click here

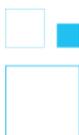
Search

NAICS Code	Description	Change Type
No data available in table		

Additional Information

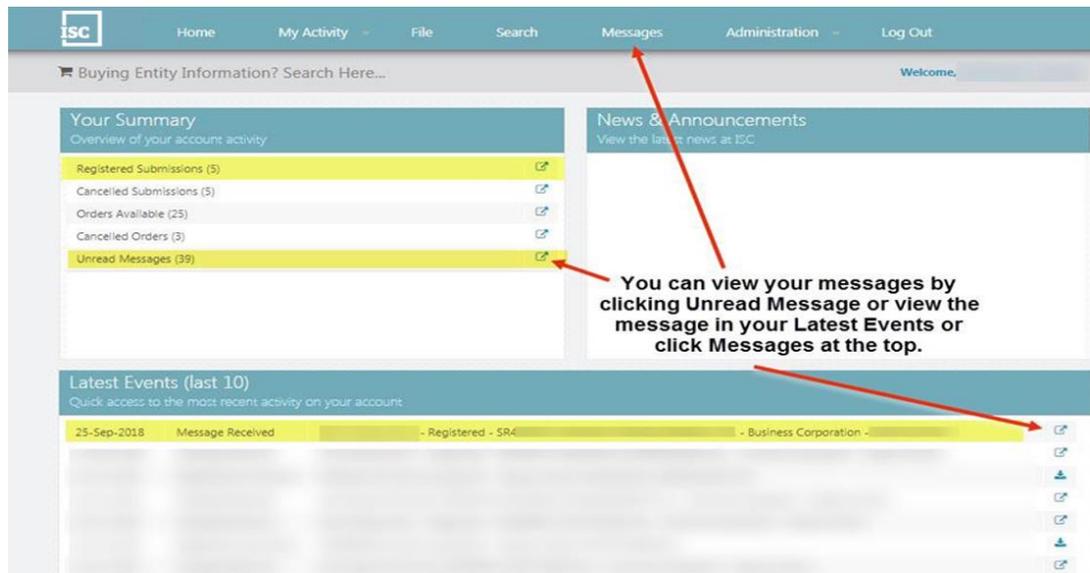
Additional Information\*

- Follow the steps in the Name Reserve Form to the Summary. Click **Submit** in the Summary step to send 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.
- 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 received on the confirmation page.





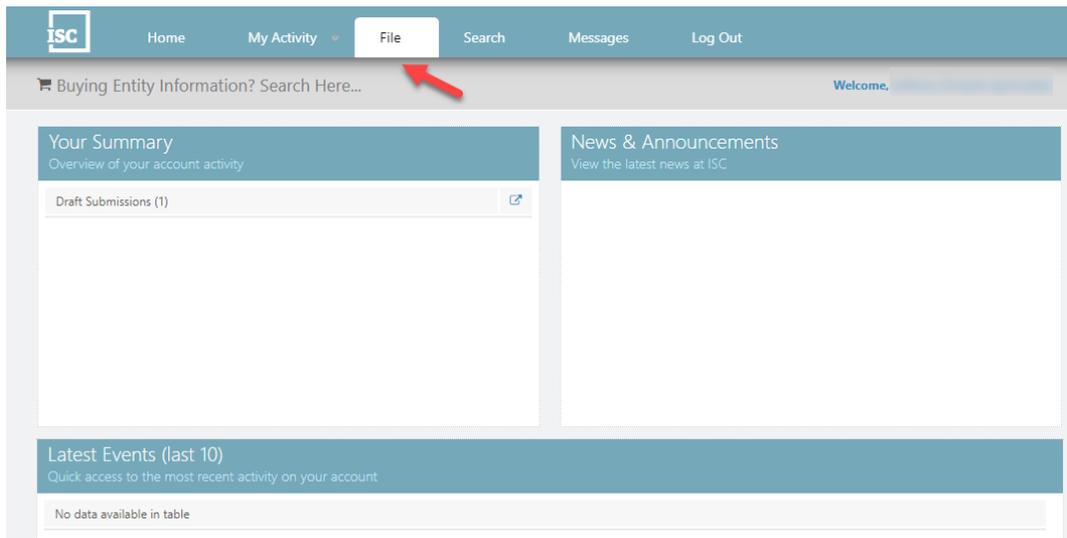
- You will need to obtain the Reservation Number available in your **Submission Registered – Reserve Name** message to move into the Application to Restore Name to the Register step.
- You can also call 1-866-275-4721 or email [corporateregistry@isc.ca](mailto:corporateregistry@isc.ca) to confirm the status of your Reserve Name.





## Application to Restore Name to the Register

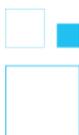
- Copy or write down your **Reservation Number** from the **Submission Registered – Reserve Name** message.
- On the Home page, select **File** at the top middle of the page.





- Go to **Update Entity** on the right, enter your Entity Number or name to search for the company you want to file for. When the name populates, click on it.

The screenshot shows the ISC website interface. At the top, there is a navigation bar with the ISC logo and links for Home, My Activity, File, Search, Messages, and Log Out. Below the navigation bar is a search bar with the text "Buying Entity Information? Search Here..." and a "Welcome" message. The main content area is divided into two columns. The left column is titled "Reserve a Name or Create a Company" and contains a list of entity types: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, CREDIT UNIONS, LIBEL AND SLANDER, and CONDOMINIUM CORPORATIONS. The right column is titled "Update Entity" and contains a sub-header "Enter the number or name of the entity you wish to update" and an input field labeled "Enter Entity Number and/or Name". A red arrow points to this input field. Below the "Update Entity" section is another section titled "File Annual Return or Renewal" with a sub-header "Quick start your annual return or renewal here" and an input field labeled "Enter Entity Number and/or Name".





- A new page will show you All Forms that you can file for the Entity. Click on Application to Restore Name to the Register.

The screenshot shows the ISC portal interface. At the top, there is a navigation bar with 'Home', 'My Activity', 'File', 'Search', 'Messages', and 'Log Out'. Below this is a search bar with the text 'Buying Entity Information? Search Here...' and a 'Welcome,' message. The main content area is titled 'Non-profit Corporation' and includes an 'Entity Details' section with a '+ Show Details' link. The primary section is 'File Form - Non-profit Corporation', which instructs the user to 'Choose the form you wish to file below'. Underneath, there is a tab labeled 'All Forms' and a grid of 18 form options. A red arrow points to the 'APPLICATION TO RESTORE NAME TO THE REGISTER' button, which is highlighted in green.

All Forms		
AMENDMENT	APPLICATION FOR AUTHORIZATION TO CONTINUE	<b>APPLICATION TO RESTORE NAME TO THE REGISTER</b>
ANNUAL RETURN / FINANCIAL STATEMENT	ARRANGEMENT	CHANGE ANNUAL RETURN DUE DATE
CHANGE FISCAL YEAR END DATE	CHANGE NATURE OF ACTIVITY	CHANGE OF DIRECTORS / OFFICERS
CHANGE OF REGISTERED OFFICE / MAILING ADDRESS	COURT ORDER / AFFIDAVIT	DISCONTINUANCE
DISSOLUTION	LIQUIDATOR / RECEIVER-MANAGER	MAINTAIN REGISTRATION
NOTICE FILING	POWER OF ATTORNEY	REORGANIZATION
REQUEST FOR STRIKE OFF	REVIVAL	STATEMENT / REVOCATION OF INTENT TO DISSOLVE

- An Access Code is required to allow you access to the Restoral File Form.
  - You can find an Access Code in one of your Annual Return Notices, or
  - You can enter in one you created yourself, or
  - If you are unable to locate or remember one you created yourself, click on **click here** to request a new Access Code for this Entity. An email will be sent to you when one is pending.





- Enter your Reservation Number if you were issued one for a Reserve name Submission. If you have not done a Reserve Name submission yet, you can click the Reserve Name Form link.
- **If you have been struck off less than a year or you are a Numbered Corporation, you will not see the options for a Name Type or Reservation Number.**
- Once you enter the Access Code and Reservation Number (if applicable) click **Continue**.

Application to Restore

Entity Details [+ Show Details](#)

**Enter access code**

In order to continue to a file a form for this entity you will need to input the Access Code. If you cannot remember the Access Code [click here](#).

Access Code\*

Name Type\*

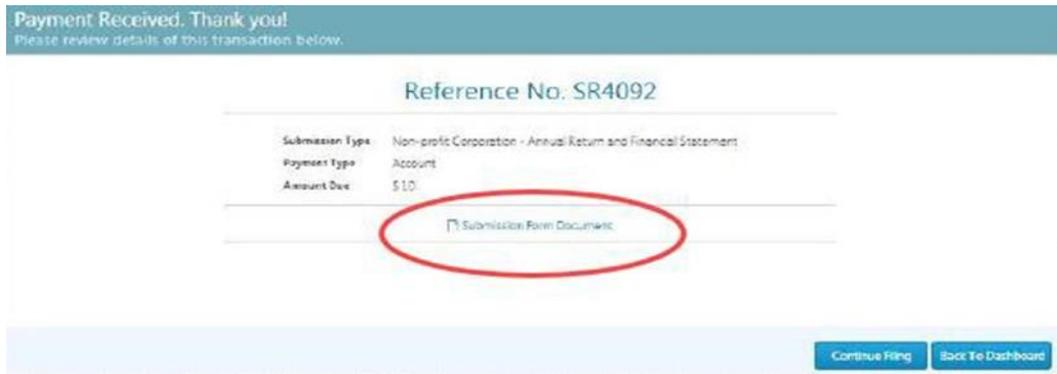
Reservation Number\*

If you have already reserved a name, enter the name reservation number. If you would like to use a numbered name, please select Numbered Name from the dropdown. If you haven't yet reserved a name, complete the [Reserve Name Form](#).

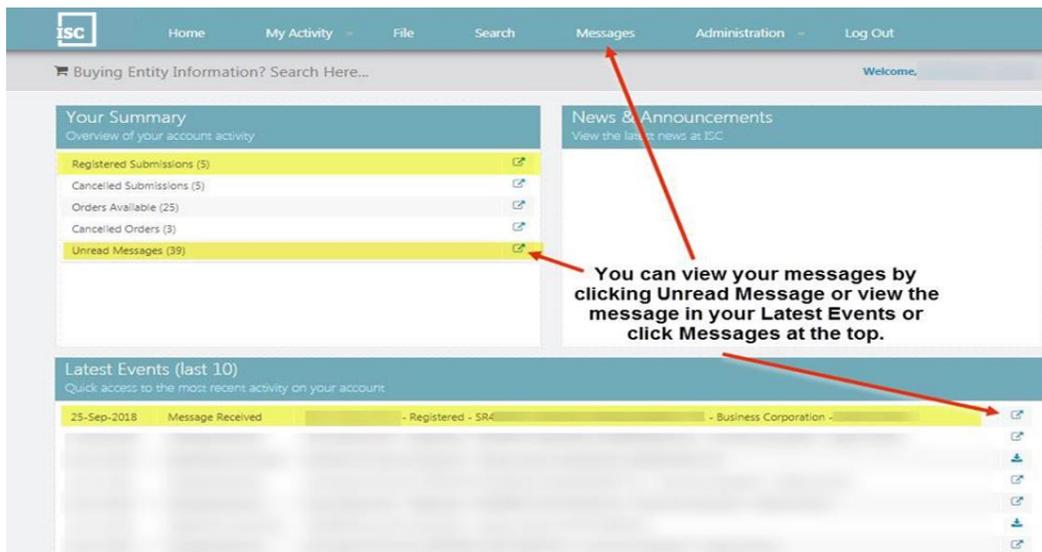
[Exit](#) [Continue](#)

- Follow all of the steps in the Application to Restore Name to the Register 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 in the future under My Activity, Submission or back to the Dashboard (Home) and you can 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 received on the confirmation page.



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

