



A Submission Cover Page must be included with every set of forms submitted to the Corporate Registry.

**FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED.  
FORMS WITH MISSING PAGES WILL BE RETURNED.**

## Fees

**Submission Fee:** (go to [www.isc.ca/fees](http://www.isc.ca/fees) for the current fee information) \$ \_\_\_\_\_

**Priority Service:**

Check box for \$500.00 optional additional fee \$ \_\_\_\_\_

Priority submissions will receive immediate attention and will be reviewed within one business day after being received, where possible. If you are submitting multiple forms for a single entity, only one priority service fee is required. Check **Priority Service** box on each submission cover page.

**TOTAL FEES:** \$ \_\_\_\_\_

Submissions will be returned if sufficient funds are not available at the time of processing.

## Payment Methods

ISC offers the following methods of payment:

- Cheque or money order payable to *Information Services Corporation*
- On ISC account – ISC Account Number: \_\_\_\_\_

To pay by credit card, call the Customer Support Team at 1-866-275-4721 to provide payment information and you must include the ISC Account Number provided on the line above.

**DO NOT** include your credit card information anywhere on these forms.

## Paper Forms Submission Methods

The received date for the submission is the date the forms are received at ISC.

**Mail:** Corporate Registry                      **Fax:** (306) 787-8999  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

## Customer Reference Number (optional)

- Your Reference Number: \_\_\_\_\_

Did you know...most submissions are automatically registered when filed online at [corporateregistry.isc.ca](http://corporateregistry.isc.ca)  
This includes Annual Returns, Annual Returns and Financial Statements, Business Name Renewals and most associated notice update submissions.

Visit our website or contact our Customer Support Team for more information:

[www.isc.ca](http://www.isc.ca)

1-866-275-4721


[corporateregistry@isc.ca](mailto:corporateregistry@isc.ca)

**1 ENTITY DETAILS**

Entity Number in Saskatchewan:	Entity Name in Saskatchewan (prior to continuance):
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**2 ENTITY NAME TYPE DETAILS**

▶ **Name Type:** *Select only one (1) of the three options below, and complete the associated fields.*

1. <input type="checkbox"/> <b>Retain Entity Name in Saskatchewan</b> (the name in the new home jurisdiction must be the same as the existing name name in Saskatchewan)		
2. <input type="checkbox"/> <b>New ► Numbered Name in Home Jurisdiction</b>	Entity Name in Home Jurisdiction:	
3. <input type="checkbox"/> <b>New ► Named Name in Home Jurisdiction</b>	Name Reservation Number:	Reserved Entity Name:
	Entity Name in Home Jurisdiction:	
	<b>Name Conditions: (if applicable)</b>  <i>If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.</i>	

**Mailing Name:** (if different from new entity name)

▼ Section Below Intentionally Left Blank - For Office Use Only ▼

### 3 ENTITY DETAILS IN HOME JURISDICTION

The corporation's home jurisdiction entity (or corporation) number must be provided below. This is not a business number. If the entity number is not on the corporation's Certificate of Status, it can be found on the Certificate of Incorporation or the Certificate of Amalgamation.

Entity Number in Home Jurisdiction:

Is the entity federally incorporated in Canada: *Select only one (1)*

Yes (Leave 'Home Jurisdiction Province/State' field blank on right)  No

Home Jurisdiction Country:

Home Jurisdiction Province/State:

### 4 POWER OF ATTORNEY

If none of the directors or officers have a Saskatchewan address, a *Power of Attorney* form must be enclosed with this form.

### 5 SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE

Submitter Information (Submitter must be an individual)

*\*Indicates mandatory fields*

\*First Name:

\*Last Name:

\*Mailing Address:

Phone Number:

Fax Number:

Email Address:

I certify that this entity is active in its home jurisdiction, I am authorized to file these documents with the Registrar of Corporations, and that the information in this submission is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Preferred Notification Method for the Submission Correspondence/Certificate

The Registry will communicate with the Submitter regarding this submission using the method selected below and the Submitter's information provided on this form. However, if an ISC Account Number is provided on the submission cover page, communication will be sent to the address information associated with that ISC Account Number.

► **Select only one (1):**

*Note: If the preferred notification method is not indicated or incomplete, the default method will be mail.*

Email  Mail  Fax

Corporate Registry online customer portal (ISC Account Number must be provided on the submission cover page)