



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 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
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


1-866-275-4721

corporateregistry@isc.ca

1 ENTITY DETAILS

Entity Number:	Entity Name:

2 AMENDMENT DETAILS

 **Instructions:**
 • If there are more than two (2) sectors being amended, please photocopy the next page before proceeding and attach to this form.

▶ Sector

Sector Name:

Type of Amendment: Add Sector Update Sector Remove Sector
 ▶ Select *only one* (1)

▶ Select *only one* (1) of the following:

I certify that written consent of the owners of every unit has been obtained.

I certify that:

- Written consents of 80% of the owners of units that are affected by the bylaws, have been obtained.
- A notice of this bylaw has been served on the following, not less than 30 days before submitting this bylaw to the Registrar:
 - All owners of units that are affected by the bylaws, except those unit owners that provide written consents.
 - The local authority.
- No objection has been received in the form of a notice of court application.

Is the condominium corporation sector acting under the standard bylaws pursuant to section 45 of the Act:
 ▶ Select *only one* (1)

Yes No (sector bylaws must be enclosed with this submission)

Date Bylaws Passed: _____

THIS SECTION INTENTIONALLY LEFT BLANK
Continue on Next Page

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

► Sector
Sector Name:
Type of Amendment: <input type="checkbox"/> Add Sector <input type="checkbox"/> Update Sector <input type="checkbox"/> Remove Sector ► <i>Select only one (1)</i>
► Select <i>only one (1)</i> of the following:
<input type="checkbox"/> I certify that written consent of the owners of every unit has been obtained. <input type="checkbox"/> I certify that: <ul style="list-style-type: none"> • Written consents of 80% of the owners of units that are affected by the bylaws, have been obtained. • A notice of this bylaw has been served on the following, not less than 30 days before submitting this bylaw to the Registrar: <ul style="list-style-type: none"> • All owners of units that are affected by the bylaws, except those unit owners that provide written consents. • The local authority. • No objection has been received in the form of a notice of court application.
Is the condominium corporation sector acting under the standard bylaws pursuant to section 45 of the Act: ► <i>Select only one (1)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No (sector bylaws must be enclosed with this submission) Date Bylaws Passed: _____

3	SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE
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Submitter Information (Submitter must be an individual) <i>*Indicates mandatory fields</i>	
*First Name:	*Last Name:
*Mailing Address:	Phone Number:
	Fax Number:
Email Address:	
I certify that the disclosed information respecting the condominium corporation is correct and that I have the authority to sign this document on behalf of the condominium corporation.	
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 <i>only one (1)</i>:	
<i>Note: If the preferred notification method is not indicated or incomplete, the default method will be mail.</i>	
<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Corporate Registry online customer portal (ISC Account Number must be provided on the submission cover page)	