



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  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

**Fax:** (306) 787-8999

## 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 NEW ENTITY NAME TYPE DETAILS**

<b>Name Reservation Number:</b>	<b>Reserved Entity Name:</b>
<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>	

**2 DATES**

The fiscal year end may be up to 14 months in the future. If the fiscal year end is within two months after the incorporation date, the fiscal year end for the following year should be provided.

Unless a future date is specified below, the date the properly completed forms and required fees are received will be considered the incorporation date.

<b>Fiscal Year End Date:</b>	<i>(Enter date in day/month/year format)</i>
<b>Incorporation Date:</b>	<i>(Enter date in day/month/year format)</i>

**3 SHARE CAPITAL**

**Does the co-operative have share capital: Select only one (1)**

Yes, the entity has share capital. *(Complete Section 3.1 before proceeding to Section 4)*

No, the entity does not have share capital. The interest of each member is the same as every other member. *(Go to Section 4)*

**▶ 3.1 – Share Class Information**

If you have more than three (3) share classes, please attach a separate document listing share class information for each class.

Name of Share Class	Maximum Number of Shares <i>(Specify number or Unlimited)</i> <i>(A selection is Required)</i>	Share Class Type <i>(A selection is Required)</i>	Par Value of Shares
	Select only one: { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Common <input type="checkbox"/> Preferred	
	Select only one: { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Common <input type="checkbox"/> Preferred	
	Select only one: { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Common <input type="checkbox"/> Preferred	

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

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



**4 AUTHORIZED NUMBER OF DIRECTORS**

If there are fewer than five (5) directors, a document describing the exceptional circumstances under which fewer than five (5) directors should be permitted **must** be enclosed.

If the number or range of directors is specified in the bylaws, the number of directors specified **must** fall within the number or range found in the articles.

▶ <b>Select <i>only one</i> (1)</b>	<input type="checkbox"/>	Minimum # of Directors: _____	◀ <b>OR</b> ▶	<input type="checkbox"/>	Fixed # of Directors: _____
		Maximum # of Directors: _____			

**5 OBJECTS**

▶  **REQUIRED:** Objects provided in articles document

**6 RESTRICTIONS ON BUSINESS**

▶ **Select *only one* (1)**    None    Restrictions provided in articles document

**7 OTHER PROVISIONS**

▶ **Select *only one* (1)**    None    Provisions provided in articles document

**8 ARTICLES DOCUMENT**

A document containing the complete articles of incorporation must be enclosed.

▶ **The Articles of Incorporation *must* include:**

- The name of the entity.
- For co-operatives with no share capital, a statement that the interest of each member is the same as that of every other member.
- For co-operatives with share capital, share class information, including the par value, rights, privileges, restrictions and conditions attached to each share class.
- The authorized number of directors.
- Objects.
- Restrictions on business (if there are no restrictions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

**9 AUTHORIZED NUMBER OF DIRECTORS (BYLAWS)**

If the number of directors is specified in the bylaws, the number of directors specified must fall within the number or range found in the articles.

Do the bylaws include a provision that states the current authorized number of directors: *Select only one (1)*

Yes    No (*Go to Section 10*)

▶ <b>Select <i>only one</i> (1)</b>	<input type="checkbox"/>	Minimum # of Directors: _____	◀ <b>OR</b> ▶	<input type="checkbox"/>	Fixed # of Directors: _____
		Maximum # of Directors: _____			



**10 BYLAWS**

Bylaws **must** be signed by the president and secretary of the co-operative to be considered certified.  
A copy of the bylaws **must** be enclosed.

▶  **REQUIRED:** I confirm the bylaws were approved by the incorporators of the co-operative.

**11 REGISTERED OFFICE ADDRESSES**

**Instructions:**

- The physical address of the registered office **must** be in Saskatchewan.
- The physical address **cannot** be a post office box.
- Rural locations **must** use legal land descriptions, including RM names and numbers or civic addresses.

**Registered Office PHYSICAL ADDRESS**

▶  Check if mail cannot be delivered to this Physical Address

**Registered Office MAILING ADDRESS**

▶  Check if same as Physical Address  
[If checked, do not complete Mailing Address fields below]

Address 1: (IMPORTANT: Physical Address cannot be a P.O. Box)

Address 1:

Address 2:

Address 2:

Address 3:

Address 3:

City / Town / RM:

City / Town:

Province:

Province:

Country:

Postal Code:

Country:

Postal Code:

Attention To: (Optional)

Attention To: (Optional)

**IMPORTANT:** If an email address is provided below, the Annual Return advance notice will be sent to this email address. If the email address field is left blank, the Annual Return advance notice will be sent by regular mail to the mailing address on file.

Email Address: (Optional)

Mailing Address Name: (Optional - if different from Entity name)



**12 DIRECTOR/OFFICER DETAILS**

**Instructions:**

- If there are more than five (5) directors or officers, please photocopy the next page before proceeding and attach to this form.
- A majority of the directors **must** be resident Canadians.
- If none of the directors have a Saskatchewan address, a **Power of Attorney** form **must** be submitted along with this form.
- A power of attorney is **not** permitted if there is a director with a Saskatchewan address.
- The physical address **cannot** be a post office box.
- Rural locations **must** use legal land descriptions, including RM names and numbers or civic addresses.

<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> (Select all that apply)	
<b>Middle Name:</b> (Optional)		<input type="checkbox"/> Director - Resident Canadian Select one (1): <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Last Name:</b>		<input type="checkbox"/> Officer - Office Held: _____ (ex: President, Secretary)	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address [If checked, do <u>not</u> complete Mailing Address fields below]	
<b>Address 1:</b> (IMPORTANT: Physical Address <u>cannot</u> be a P.O. Box)		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> (Optional)			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i>	
<b>Middle Name:</b> <i>(Optional)</i>		<input type="checkbox"/> Director - Resident Canadian <i>Select one (1):</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Last Name:</b>		<input type="checkbox"/> Officer - Office Held: _____ <i>(ex: President, Secretary)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i>	
<b>Middle Name:</b> <i>(Optional)</i>		<input type="checkbox"/> Director - Resident Canadian <i>Select one (1):</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Last Name:</b>		<input type="checkbox"/> Officer - Office Held: _____ <i>(ex: President, Secretary)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i>	
<b>Middle Name:</b> <i>(Optional)</i>		<input type="checkbox"/> Director - Resident Canadian <i>Select one (1):</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Last Name:</b>		<input type="checkbox"/> Officer - Office Held: _____ <i>(ex: President, Secretary)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i>	
<b>Middle Name:</b> <i>(Optional)</i>		<input type="checkbox"/> Director - Resident Canadian <i>Select one (1):</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Last Name:</b>		<input type="checkbox"/> Officer - Office Held: _____ <i>(ex: President, Secretary)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

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**13 CONSENT TO ACT AS FIRST DIRECTOR**

A signed Consent to Act as First Director form (Appendix A) **must** be enclosed. If there are more than five (5) directors, attach an additional page listing the names, addresses and signatures of the remaining directors.

▶  **REQUIRED:** I confirm that the attached Consent to Act as First Director contains the names, addresses and signatures of all directors.

**14 INCORPORATOR INFORMATION**

**Instructions:**

- If there are more than six (6) incorporators, please photocopy the next page before proceeding and attach to this form.
- If there are fewer than six (6) incorporators, a document describing the exceptional circumstances under which fewer than six (6) incorporators should be permitted **must** be enclosed.
- A **minimum** of two (2) incorporators are required.

▶ **Incorporator**

▶ Select **only one (1)** option below, and provide incorporator mailing address.

<input type="checkbox"/> <b>Individual</b> ▶ • a natural person	<b>First Name:</b>	<b>Last Name:</b>
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)		
<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>	

Address 1:

Address 2:

Address 3:

City/Town:

Province:

Country:

Postal Code:

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<b>► Incorporator</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual ►</b> • a natural person	<table border="1"> <tr> <td><b>First Name:</b></td> <td><b>Last Name:</b></td> </tr> </table>	<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>		
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)			
<table border="1"> <tr> <td><b>Entity Number:</b> <i>(if registered in Saskatchewan)</i></td> <td><b>Entity Name:</b></td> </tr> </table>	<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>	<b>Entity Name:</b>	
<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>	<b>Entity Name:</b>		
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>	<b>Province:</b>		
<b>Country:</b>	<b>Postal Code:</b>		

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<b>► Incorporator</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual ►</b> • a natural person	<table border="1"> <tr> <td><b>First Name:</b></td> <td><b>Last Name:</b></td> </tr> </table>	<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>		
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)			
<table border="1"> <tr> <td><b>Entity Number:</b> (if registered in Saskatchewan)</td> <td><b>Entity Name:</b></td> </tr> </table>	<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>	
<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>		
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>	<b>Province:</b>		
<b>Country:</b>	<b>Postal Code:</b>		

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<b>► Incorporator</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual ►</b> • a natural person	<table border="1"> <tr> <td><b>First Name:</b></td> <td><b>Last Name:</b></td> </tr> </table>	<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>		
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)			
<table border="1"> <tr> <td><b>Entity Number:</b> (if registered in Saskatchewan)</td> <td><b>Entity Name:</b></td> </tr> </table>	<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>	
<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>		
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>	<b>Province:</b>		
<b>Country:</b>	<b>Postal Code:</b>		

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<b>► Incorporator</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual ►</b> • a natural person	<table border="1"> <tr> <td><b>First Name:</b></td> <td><b>Last Name:</b></td> </tr> </table>	<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>		
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)			
<table border="1"> <tr> <td><b>Entity Number:</b> <i>(if registered in Saskatchewan)</i></td> <td><b>Entity Name:</b></td> </tr> </table>	<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>	<b>Entity Name:</b>	
<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>	<b>Entity Name:</b>		
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>	<b>Province:</b>		
<b>Country:</b>	<b>Postal Code:</b>		

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<b>► Incorporator</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual ►</b> <i>• a natural person</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>First Name:</b></td> <td style="width: 50%;"><b>Last Name:</b></td> </tr> </table>	<b>First Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>Last Name:</b>		
<input type="checkbox"/> <b>Body Corporate</b> <i>• a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed co-operative)</i>			
<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>	<b>Entity Name:</b>		
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>	<b>Province:</b>		
<b>Country:</b>	<b>Postal Code:</b>		

**15 INCORPORATOR SIGNATURES ATTACHMENT**

A document with the names and signatures of all incorporators must be enclosed.

**16 SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE**

<b>Submitter Information</b> (Submitter must be an individual) <i>*Indicates mandatory fields</i>	
<b>*First Name:</b>	<b>*Last Name:</b>
<b>*Mailing Address:</b>	<b>Phone Number:</b>
	<b>Fax Number:</b>
<b>Email Address:</b>	
► <b>Select only one (1) option:</b>	
<input type="checkbox"/> I am the incorporator and I certify that the information in this submission is true.	
<input type="checkbox"/> I certify that I am authorized by the incorporators to file these documents with the Registrar of Co-operatives and that the information in this submission is true.	
<b>Signature:</b> _____	<b>Date:</b> _____



**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)

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► Director

I \_\_\_\_\_, residing at  
 \_\_\_\_\_  
 (Name in Full) (Address)

\_\_\_\_\_, consent to  
 \_\_\_\_\_  
 (Address)

act as a director of \_\_\_\_\_  
 \_\_\_\_\_  
 (Entity Name)

\_\_\_\_\_  
 \_\_\_\_\_  
 (Signature) (Date)

► Director

I \_\_\_\_\_, residing at  
 \_\_\_\_\_  
 (Name in Full) (Address)

\_\_\_\_\_, consent to  
 \_\_\_\_\_  
 (Address)

act as a director of \_\_\_\_\_  
 \_\_\_\_\_  
 (Entity Name)

\_\_\_\_\_  
 \_\_\_\_\_  
 (Signature) (Date)

► Director

I \_\_\_\_\_, residing at  
 \_\_\_\_\_  
 (Name in Full) (Address)

\_\_\_\_\_, consent to  
 \_\_\_\_\_  
 (Address)

act as a director of \_\_\_\_\_  
 \_\_\_\_\_  
 (Entity Name)

\_\_\_\_\_  
 \_\_\_\_\_  
 (Signature) (Date)



**► Director**

I \_\_\_\_\_, residing at  
(Name in Full)  
\_\_\_\_\_, consent to  
(Address)  
act as a director of \_\_\_\_\_  
(Entity Name)

\_\_\_\_\_  
(Signature) (Date)

**► Director**

I \_\_\_\_\_, residing at  
(Name in Full)  
\_\_\_\_\_, consent to  
(Address)  
act as a director of \_\_\_\_\_  
(Entity Name)

\_\_\_\_\_  
(Signature) (Date)