

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
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
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 TYPE OF NOTICE

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

- Change of Registered Office Addresses Information (including Registered Office Email Address)
▶ (Complete only **Sections 3 and 5**) [Do not complete Section 4]
- Resignation of Registered Office Physical Address (A copy of the resignation letter *must* be enclosed)
▶ (Complete only **Sections 4 and 5**) [Do not complete Section 3]

THIS SECTION INTENTIONALLY LEFT BLANK
Continue on Next Page

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

3 REGISTERED OFFICE ADDRESSES

Instructions:

- All applicable fields for the Registered Office Physical **AND** Mailing Address must be completed (even if no changes are being made to either address). The form will be returned if both the Registered Office Physical and Mailing addresses are not provided.
- The physical address of the registered office for a Saskatchewan co-operative **must** be located 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		Registered Office MAILING ADDRESS	
▶ <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]	
Address 1: (<i>IMPORTANT: Physical Address cannot be a P.O. Box</i>)		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: (<i>Optional</i>)		Attention To: (<i>Optional</i>)	
<p>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.</p> <p>Email Address: (<i>Optional</i>)</p> <p><input type="checkbox"/> Check here to remove the Registered Office Email Address currently on file</p>			
Registered Office Mailing Address Name: (<i>Optional - if different from Entity name</i>)			

4 RESIGNATION OF REGISTERED OFFICE PHYSICAL ADDRESS

If *Resignation of Registered Office* was selected in Section 2, the effective date must be 30 days after the notice of resignation date and the resignation letter must be attached.

Notice of Resignation Date:	Effective Date:	<i>(Enter dates in day/month/year format)</i>
-----------------------------	-----------------	---

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 I am authorized to file these documents with the Registrar of Co-operatives 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)