

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 in Saskatchewan:*	Entity Name in Saskatchewan:
*Leave field above blank if completing this form for a proposed co-operative to be incorporated or registered in Saskatchewan.	
Entity Number in Home Jurisdiction: (if applicable)	Entity Name in Home Jurisdiction: (if applicable)

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

2 POWER OF ATTORNEY DETAILS

 **Instructions:**

- If there are more than three (3) powers of attorney, please photocopy the next page before proceeding and attach to this form.
- The power of attorney **must** be a resident of Saskatchewan.
- The effective date for a resignation **may not** be earlier than the date the notice of resignation was sent to the entity.
- The physical address **cannot** be a post office box.
- Rural locations **must** use legal land descriptions, including RM names and numbers or civic addresses.

► Power of Attorney

First Name:

Firm Name: (Optional)

Middle Name:
(Optional)

Last Name:

Type of Change: Add Update
 ► Select *only one* (1) Remove Resign

Effective Date: (Enter date in day/month/year format)

 **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.

PHYSICAL ADDRESS

MAILING ADDRESS

► Check if mail cannot be delivered to this Physical 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)

Email Address: (Optional)

► Power of Attorney			
First Name:		Firm Name: <i>(Optional)</i>	
Middle Name: <i>(Optional)</i>			
Last Name:			
Type of Change: <input type="checkbox"/> Add <input type="checkbox"/> Update ► <i>Select only one (1)</i> <input type="checkbox"/> Remove <input type="checkbox"/> Resign		Effective Date: <i>(Enter date in day/month/year format)</i>	
💡 Instructions: <ul style="list-style-type: none"> 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. 			
PHYSICAL ADDRESS		MAILING ADDRESS	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
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>	
Email Address: <i>(Optional)</i>			

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► Power of Attorney			
First Name:		Firm Name: <i>(Optional)</i>	
Middle Name: <i>(Optional)</i>			
Last Name:			
Type of Change: <input type="checkbox"/> Add <input type="checkbox"/> Update ► <i>Select only one (1)</i> <input type="checkbox"/> Remove <input type="checkbox"/> Resign		Effective Date: <i>(Enter date in day/month/year format)</i>	
💡 Instructions: <ul style="list-style-type: none"> 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. 			
PHYSICAL ADDRESS		MAILING ADDRESS	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
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>	
Email Address: <i>(Optional)</i>			

3	CONSENT LETTER(S) AND/OR RESIGNATION LETTER(S)
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Enclose a signed consent to act as attorney form for each attorney that is added.
Enclose a copy of the letter of resignation for each attorney that resigns.

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4 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)

 **Instructions:**

- **A separate Consent to Act as Power of Attorney form must be completed for each attorney appointed to the entity.**
- *If there is more than one (1) power of attorney appointed to the entity, please photocopy this page before proceeding and attach to this form.*

1 | DECLARATION

I _____ consent to act as the attorney for
(Name in Full)

(Entity Name)

for the purpose of receiving service of process in all suits and proceedings by or against the entity within Saskatchewan, and for the purpose of receiving all lawful notices; and the entity has been made aware that service of process respecting such suits and proceedings, and of such notices, upon me are legal and binding to all intents and purposes whatsoever.

I understand that, where more than one person is appointed attorney, any one of the others, without me, may act as the true and lawful attorney of the above-named entity.

2 | SIGNATURE

(Signature)

(Date)