

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 ENTITY NAME TYPE DETAILS**

Reserved Name ▶	Name Reservation Number:	Reserved Entity Name:
	<b>Name Conditions: (if applicable)</b> If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.	

**Has the entity ever been registered as an extra-provincial entity in Saskatchewan:**

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

**Yes - Entity Number in Saskatchewan:** \_\_\_\_\_  **No ▶ (Go to Section 2)**

▶ (Go to **Section 3**)  
[Do *not* complete Section 2]

**2 ENTITY DETAILS IN HOME JURISDICTION PRIOR TO CONTINUANCE**

Entity Number in Home Jurisdiction:	Entity Name in Home Jurisdiction:	
<b>Is the entity federally incorporated in Canada: Select <i>only</i> one (1)</b> <input type="checkbox"/> <b>Yes</b> (Leave 'Home Jurisdiction Province/State' field blank on right) <input type="checkbox"/> <b>No</b>	<b>Home Jurisdiction Country:</b>	
	<b>Home Jurisdiction Province/State:</b>	
<b>Incorporation/Amalgamation Date in Home Jurisdiction:</b>		(Enter date in day/month/year format)

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

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

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

**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.

▶ **Select only one (1)**  Minimum # of Directors: \_\_\_\_\_  
 Maximum # of Directors: \_\_\_\_\_

**◀ OR ▶**

Fixed # 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

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

## 8 ARTICLES DOCUMENT

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

► **The Articles of Continuance *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*)

► **Select only one (1)**

Minimum # of Directors: \_\_\_\_\_  
Maximum # of Directors: \_\_\_\_\_

◀ **OR** ▶

Fixed # 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 members of the co-operative.

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

<b>11</b>	<b>REGISTERED OFFICE ADDRESSES</b>
-----------	------------------------------------

**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 <b>PHYSICAL ADDRESS</b>		Registered Office <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 <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> )	
<p><b>IMPORTANT:</b> 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>			
Email Address: ( <i>Optional</i> )			
Mailing Address Name: ( <i>Optional - if different from Entity name</i> )			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



**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)			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

<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>			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



<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)			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



<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>			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



<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>			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

### 13 AUTHORIZATION DOCUMENT

Jurisdictional Continuance into Saskatchewan requires a certificate or letter of authorization issued by the current home jurisdiction.

►  **REQUIRED:** The certificate or letter of authorization issued by the current home jurisdiction is enclosed.

Authorization Expiry Date: (if applicable)

(Enter date in day/month/year format)

### 14 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 effective date.

Fiscal Year End:

(Enter date in day/month/year format)

Effective Date:

(Enter date in day/month/year format)

### 15 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)