ISC

Saskatchewan
Corporate Registry

Document Order Submission Cover Page

A Submission Cover Page must be included with every document order 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 $75.00 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**

ISC

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Document Order Form
Profile Report, Certificate of Status and/or Document Order

For entity information:

- **1999 to present** please conduct an online search via corporateregistry.isc.ca for immediate search results.
- **Prior to 1999** can only be searched and ordered via this form.

This form can be used to search and order multiple certificates and documents for the entity listed below. Ensure the certification type is selected for each certificate and/or document ordered.

1 ENTITY DETAILS

Entity Number:	**Entity Name:**

2 STATUS DOCUMENTS

Profile Report:

▶ ☐ Not Certified ($10)   ☐ Electronically Certified ($15)   ☐ Manually Certified ($50)

Certificate of Status:

▶ ☐ Not Certified ($15)   ☐ Electronically Certified ($20)   ☐ Manually Certified ($55)

3 COPY OF CERTIFICATES

Certificate Type:

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

▶ ☐ Not Certified ($12)   ☐ Electronically Certified ($17)   ☐ Manually Certified ($52)

Certificate Type:

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

▶ ☐ Not Certified ($12)   ☐ Electronically Certified ($17)   ☐ Manually Certified ($52)

4 COPY OF SUBMISSION DOCUMENTS

Submission Type:

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

▶ ☐ No Certification ($12)   ☐ Electronically Certified ($17)   ☐ Manually Certified ($52)

Submission Type:

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

▶ ☐ No Certification ($12)   ☐ Electronically Certified ($17)   ☐ Manually Certified ($52)

Submission Type:

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

▶ ☐ No Certification ($12)   ☐ Electronically Certified ($17)   ☐ Manually Certified ($52)

5	**SUBMITTER INFORMATION 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:

Preferred Notification Method for the Search Results

The Registry will communicate with the Submitter regarding this search request 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)