



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 DETAILS**

Entity Number:	Entity Name:
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**2 NAME CHANGE DETAILS**

Complete this section only if the entity name has changed.

▶ **Select only one (1) of the two options below, and complete the associated fields:**

<p>1. <input type="checkbox"/> <b>Reserved Name</b> ▶</p>	<p>Name Reservation Number:</p>	<p>Reserved Entity Name:</p>
	<p><b>Name Conditions:</b> (if applicable) 💡 <i>If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.</i></p>	
	<p><b>Registered Office Address Mailing Name:</b> (if different from new entity name)</p>	
<p>2. <input type="checkbox"/> <b>Numbered Name</b> ▶</p>	<p><b>Legal Ending:</b> Select <i>only one (1)</i> <input type="checkbox"/> Inc. <input type="checkbox"/> Incorporated <input type="checkbox"/> Corp. <input type="checkbox"/> Corporation</p>	
	<p><b>Nature of Activity:</b> (Be specific) 💡 <i>The nature of activity is coded in accordance with the North American Industry Classification System (NAICS), the list can be found at <a href="http://www.isc.ca/NAICS">www.isc.ca/NAICS</a>. Multiple NAICS codes can be provided. If a NAICS code(s) is not provided, we will select codes that best match the nature of activity description provided.</i></p>	
	<p><b>Registered Office Address Mailing Name:</b> (if different from new entity name)</p>	

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

**3 MEMBERSHIP CLASS INFORMATION**

Complete this section only if the membership class information has changed.

List the names (ex: regular, associate, honorary, etc.) and voting rights for each membership class.

If there are more than three (3) membership classes, please attach a separate document listing membership information for each class.

Name of Membership Class	Remove, Update, or Add Membership Class	Voting Rights (A selection is Required)
	<input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> Update	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> Update	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> Update	<input type="checkbox"/> Yes <input type="checkbox"/> No

**4 CORPORATION TYPE**

Complete this section only if the corporation type has changed.

► **Select *only one* (1) of the two corporation types below:**

<input type="checkbox"/> <b>Membership Corporation ►</b>	<input type="checkbox"/> I confirm that the corporation: <ul style="list-style-type: none"> <li>Was defined as a charitable corporation only by reason of the fact that it was designated a charitable corporation in its articles in error.</li> <li>Carries on activities primarily for the benefit of its members.</li> <li>Does not solicit and has not solicited donations or gifts of money or property from the public in any fiscal year of the corporation that is in excess of 10% of the corporation's total income for that fiscal year.</li> <li>Does not receive and has not received any grant of money or property from a government or government agency in any fiscal year of the corporation that is in excess of 10% of its total income for that fiscal year.</li> <li>Is not a registered charity within the meaning of the <i>Income Tax Act (Canada)</i>.</li> </ul>
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**Charitable Corporation**

**5 AUTHORIZED NUMBER OF DIRECTORS**

Complete this section only if the authorized number of directors has changed.

A membership corporation requires **at least** one (1) director.

A charitable corporation requires **at least** three (3) directors.

► <b>Select <i>only one</i> (1)</b>	<input type="checkbox"/> Minimum # of Directors: _____ <input type="checkbox"/> Maximum # of Directors: _____	◀ <b>OR</b> ▶	<input type="checkbox"/> Fixed # of Directors: _____
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**6 RIGHT TO TRANSFER MEMBERSHIP INTEREST**

Must be completed.

► **Select *only one* (1)**     None     Rights provided in articles document

## 7 RESTRICTIONS ON ACTIVITIES

Must be completed.

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

## 8 OTHER PROVISIONS

Must be completed.

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

## 9 DISSOLUTION PROVISIONS

Complete this section if the corporation type changed in **Section 4** or if the dissolution provisions has changed.

▶ Select **only one (1) of the two corporation types below, and complete the associated fields:**

<input type="checkbox"/> <b>Membership Corporation</b> ▶ Select <b>only one (1) of the two options on right</b>	<input type="checkbox"/> 1.) As permitted in accordance with subsection 16-19(4) of the Act.  <input type="checkbox"/> 2.) Provisions contained in attached document.
<input type="checkbox"/> <b>Charitable Corporation</b> ▶ Select <b>only one (1) of the three options on right</b>	<input type="checkbox"/> 1.) None <b>Note:</b> If None is selected and a distribution scheme is not provided for in these articles or any subsequent amendments, a court order pursuant to subsection 16-19(6) of the Act will be required at the time of dissolution. <hr/> <input type="checkbox"/> 2.) Provisions contained in attached document. <hr/> <input type="checkbox"/> 3.) Predefined - <b>Select one or more of the following options:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A charitable corporation</li> <li><input type="checkbox"/> A registered charity within the meaning of the <i>Income Tax Act (Canada)</i></li> <li><input type="checkbox"/> A municipality</li> <li><input type="checkbox"/> The Government of Canada, a government of any province, or an agency of any of those governments</li> </ul>

## 10 ARTICLES DOCUMENT

If there is more than one membership class, or if there are any rights to transfer membership interest, restrictions on activities, dissolution provisions or other provisions, a document containing the complete articles of amendment must be enclosed.

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

- The name of the entity.
- The corporation type (membership or charitable).
- Membership class information, including the rights, privileges, restrictions and conditions attached to each membership class.
- The authorized number of directors.
- The right to transfer membership interest (if there is no right, that must be stated in the articles).
- Restrictions on activities (if there are no restrictions, that must be stated in the articles).
- Dissolution provisions (if there are no provisions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

**11 EFFECTIVE DATE**

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

Effective Date:

(Enter date in day/month/year format)

**12 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 Corporations 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)