



**Customer Support Guide
Corporate Registry Business
Name Cancellation**

Date: March 2023



Disclaimer

Materials in this document are for demonstration purposes only. The characters and events depicted are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the ISC website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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Revision History

Version	Revision Date	Summary of Changes	Pages Changed
1.0	18 Oct 2018	Creation	All
2.0	12 Mar 2023	Updated to reflect changes associated with new Business and Non-profit Corporations Acts and Regulations.	All



Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

[Green text](#) is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.



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Getting Started

To start:

1. Go to <https://corporateregistry.isc.ca/>
2. Enter your username and password.

CORPORATE REGISTRY

The Corporate Registry website is a fast and easy way for you to file business information required by the Government of Saskatchewan. The information you submit online is automatically checked to make sure you have provided all the necessary details. You can access all your submission, any documents you have ordered and any certificates that have been issued to you from your customer workspace.

LOGIN

User Name

Password

Forgot Password?

Forgot User Name?

By logging in, you accept the Terms and Conditions of Use, effective November 24th, 2021.

3. Click **Login**. Your **dashboard** will display.

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome,

Your Summary
Overview of your account activity

No data available in table

News & Announcements
View the latest news at ISC

Latest Events (last 10)
Quick access to the most recent activity on your account

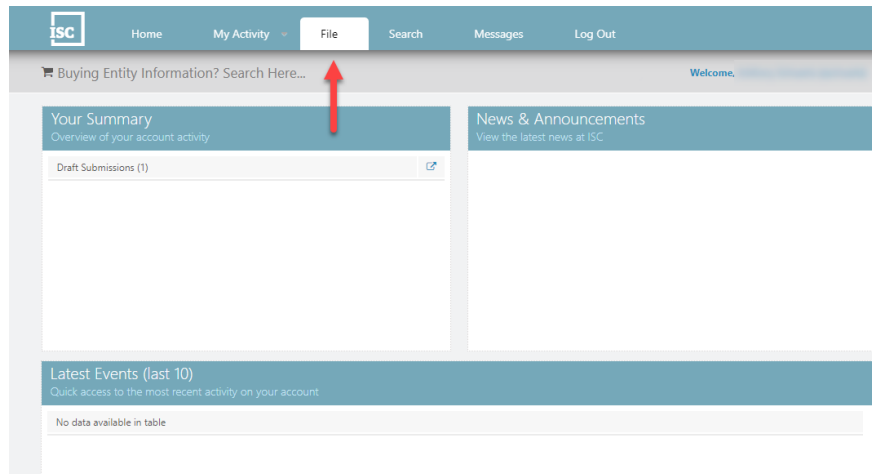
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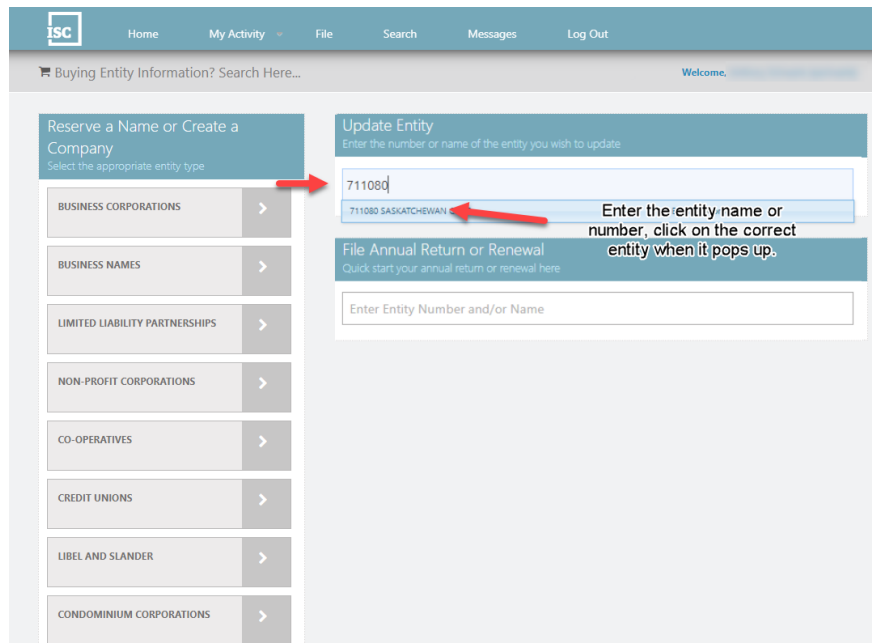


Business Name Cancellation

- Once logged-in to the Corporate Registry Application, choose File at the top middle of the page.



- Go to Update Entity on the right, enter your Entity Number or name to search for the company you want to file for. When the name populates, click on it.





- A new page will show you **All Forms** you can file for the Entity. Click on **Cancellation**.

The screenshot shows the ISC portal interface. At the top, there is a navigation bar with links for Home, My Activity, File, Search, Messages, Administration, and Log Out. Below the navigation bar is a search bar with the text 'Buying Entity Information? Search Here...' and a 'Welcome,' message. The main content area is titled 'File Form - Business Name' and includes a sub-header 'Choose the form you wish to file below'. There is a tab labeled 'All Forms' and a grid of form options. The 'CANCELLATION' form is highlighted in green, and a red arrow points to it. Other forms in the grid include: AMENDMENT OF DECLARATION, CHANGE IN MEMBERSHIP (PARTNERSHIP / JOINT VENTURE / SYNDICATE), CHANGE NATURE OF BUSINESS, CHANGE OF BUSINESS ADDRESS / MAILING ADDRESS, COURT ORDER / AFFIDAVIT, DISSOLUTION OF PARTNERSHIP, EXTRA-PROVINCIAL LIMITED PARTNERSHIP NOTICE OF CHANGE, POWER OF ATTORNEY, RECEIVER-MANAGER, RENEWAL OF REGISTRATION, and UPDATE PARTNER / SOLE PROPRIETOR INFORMATION.

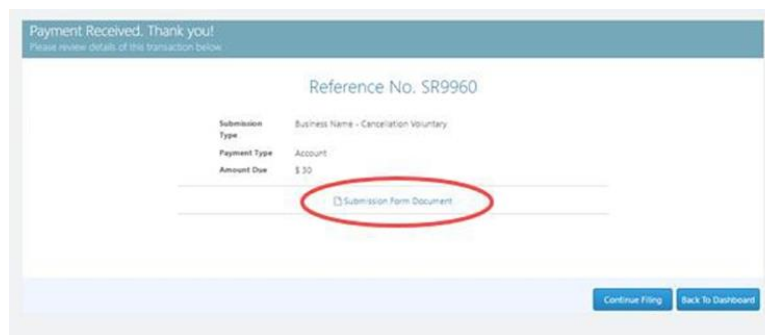
- An Access Code is required to allow you access into the Cancellation File Form.
 - You can find an Access Code in your Renewal Notice, or
 - You can enter in one you have created yourself, or
 - If you are unable to locate or remember one you have created yourself, click on **click here** to request a new Access Code for this Entity. An email will be sent to you when one is pending.
 - Once you entered the Access Code click **Continue**.

The screenshot shows the 'Check Access Code' page. It features a header 'Check Access Code' and a sub-header 'Entity Details' with a '+ Show Details' link. The main content area is titled 'Enter access code' and includes the text: 'In order to continue to a file a form for this entity you will need to input the Access Code. If you cannot remember the Access Code click here.' A red arrow points to the 'click here' link. Below this text is an 'Access Code*' input field. To the right of the input field is a button labeled 'Click here to request a new Access Code'. At the bottom of the page are two buttons: 'Exit' and 'Continue'.

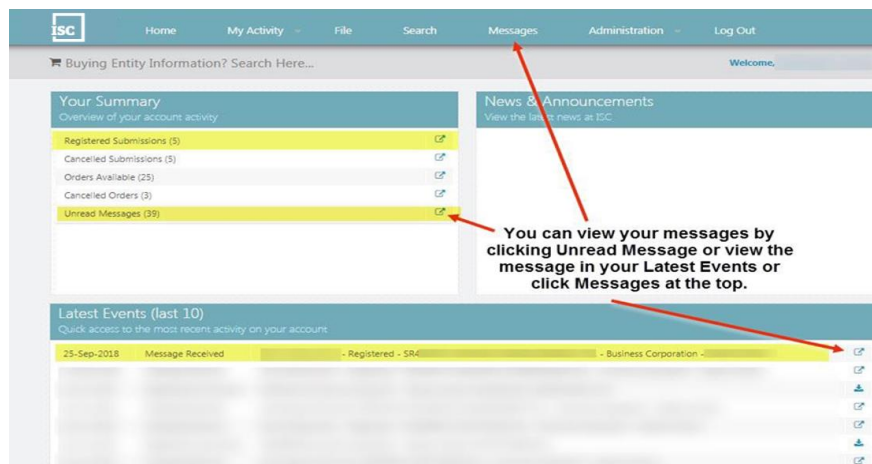




- Follow all of the steps in the Cancellation Form to the Summary. Click Submit in the Summary step to send in your submission to Corporate Registry and make a payment.
- If you would like a printed copy of the Summary, click on the link Submission Form Document on your confirmation page. You can download the PDF. You can also locate the Summary in the future under My Activity, Submission or back to the Dashboard (Home) and you can view Registered Submissions under Your Summary.



- To confirm your submission is registered, you can view the Latest Events on your Dashboard (Home). Open the message for the Registered Submissions that matches your SR# you received on the confirmation page.



Disclaimer: The Corporate Registry cannot provide legal advice about your file form. Please contact a lawyer to discuss your legal concerns.

