



**Customer Support Guide
Corporate Registry Dissolution**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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.



Table of Contents

Disclaimer	2
Revision History	3
Formatting Note	4
Getting Started	2
Dissolution	3





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?

Login

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, [user name]

Your Summary
Overview of your account activity

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News & Announcements
View the latest news at ISC

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

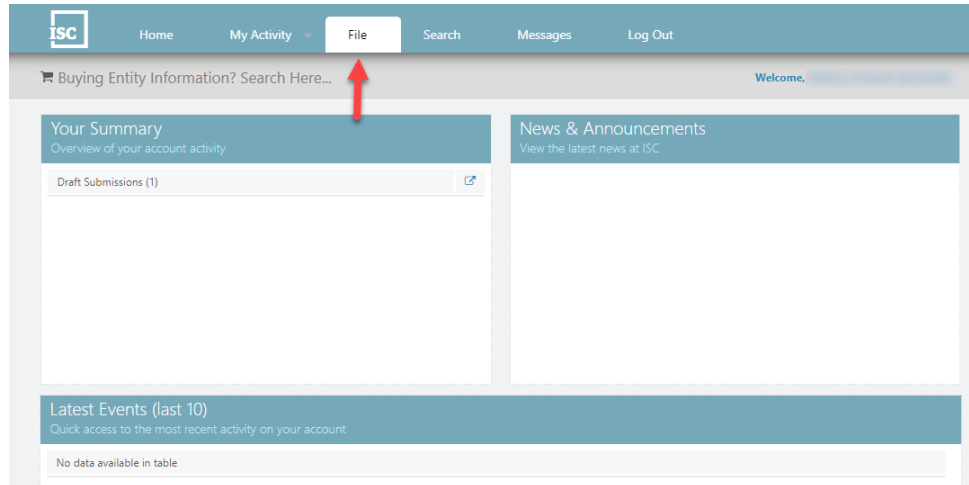
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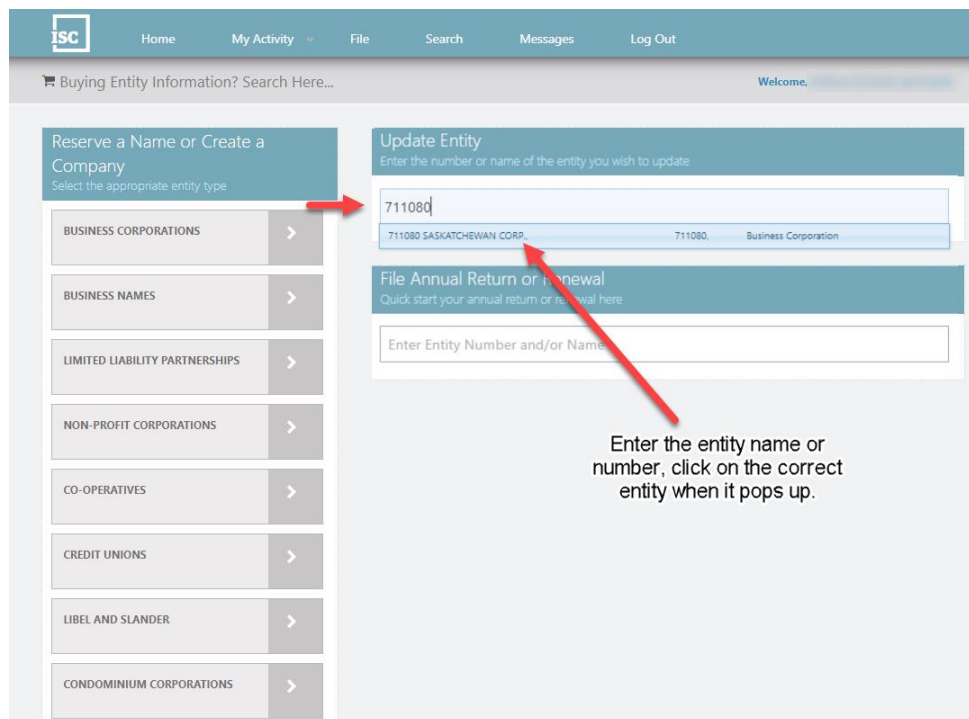


Dissolution

- On the Home page, select 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 display **All Forms** that you can file for the entity. Click on **Dissolution**.

The screenshot shows the ISC website interface for a business corporation. The top navigation bar includes 'Home', 'My Activity', 'File', 'Search', 'Messages', and 'Log Out'. Below the navigation bar is a search bar and a 'Welcome' message. The main content area displays the entity name '711080 SASKATCHEWAN CORP.' and a 'File Form - Business Corporation' section. Under this section, there are two tabs: 'All Forms' and 'Registration Information in other Canadian Jurisdictions'. A grid of form options is shown, with 'DISSOLUTION' highlighted in green and a red arrow pointing to it. The other forms listed include AMENDMENT, ANNUAL RETURN, APPLICATION FOR AUTHORIZATION TO CONTINUE, APPLICATION FOR EXEMPTION, APPLICATION TO RESTORE NAME TO THE REGISTER, ARRANGEMENT, CHANGE OF DIRECTORS / OFFICERS, CHANGE NATURE OF BUSINESS, CHANGE OF REGISTERED OFFICE / MAILING ADDRESS, COURT ORDER / AFFIDAVIT, DISCONTINUANCE, LIQUIDATOR / RECEIVER-MANAGER, MAINTAIN REGISTRATION, NOTICE FILING, NOTICE OF SHAREHOLDERS, POWER OF ATTORNEY, REORGANIZATION, REQUEST FOR STRIKE OFF, RESTATED ARTICLES, REVIVAL, and STATEMENT / REVOCATION OF INTENT TO DISSOLVE.

- An **Access Code** is required to allow you access to the Dissolution File Form.
 - You can find an Access Code in one of your Annual Return Notices, or
 - You can enter 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 enter the Access Code, click **Continue**





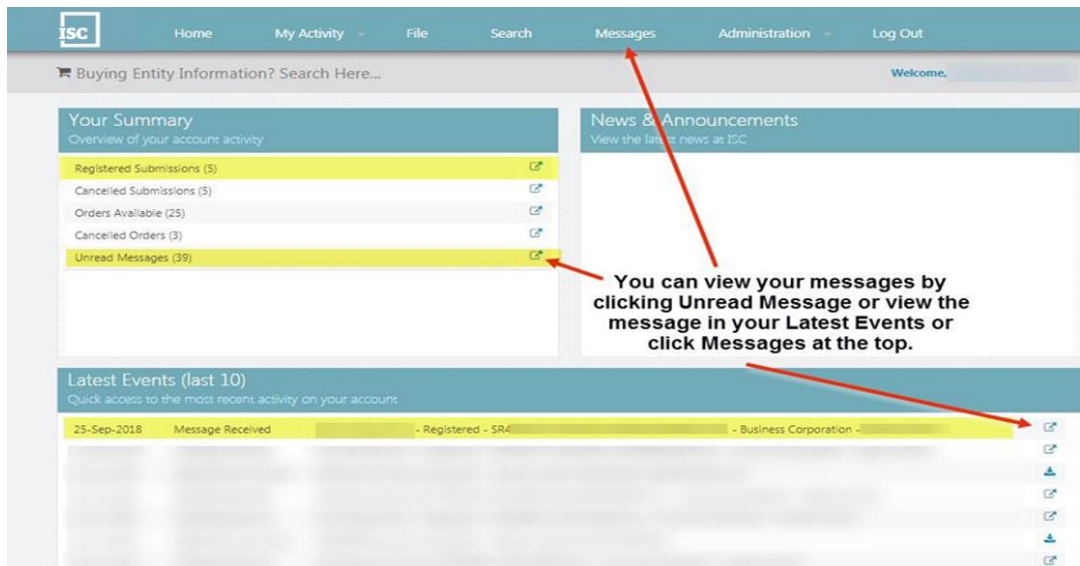
- Follow all of the steps in the Dissolution Form to the Summary. Click **Submit** in the Summary step to send your submission to Corporate Registry and make a payment.

- If you would like a printed copy of the summary, click on the Submission Form Document on your confirmation page. You can download the PDF. You can also find the Summary later on under My Activity, Submission or go back to the Dashboard (Home) and you can view Registered Submissions under Your Summary.





- To confirm if your submission is registered, you can view the Latest Events on your Dashboard (HOME). Open the message for the Registered Submission that matches the SR# you received on the confirmation page. This is where you can print the attached Electronically Certified Certificate of Dissolution.



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

