



**Customer Support Guide  
Corporate Registry Incorporate a  
Number Company**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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 24<sup>th</sup>, 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

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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

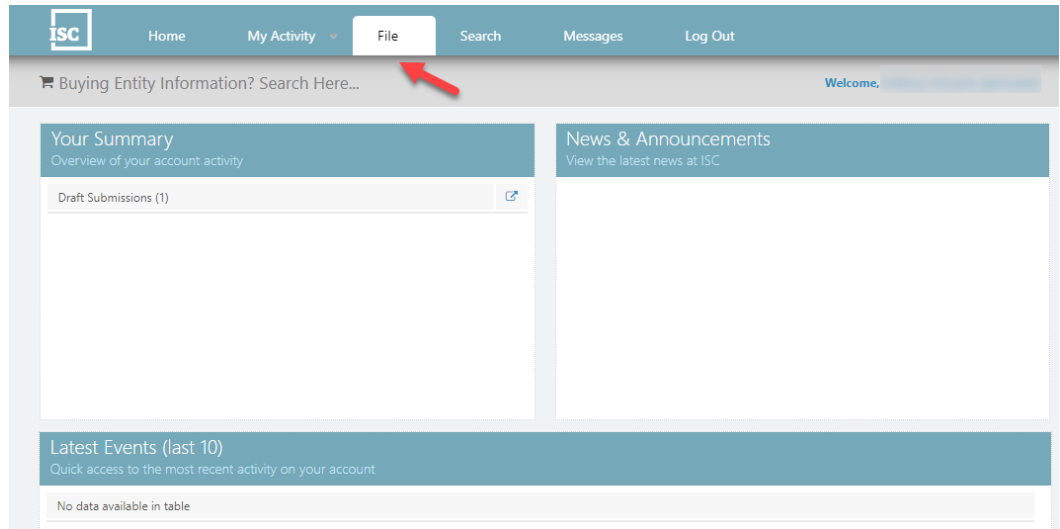
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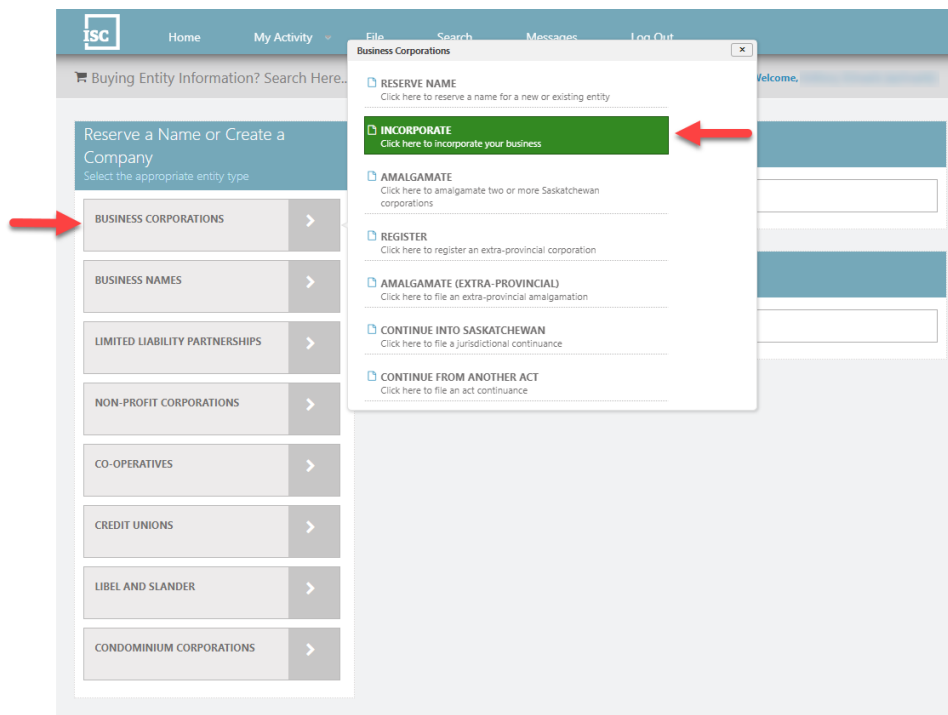


## Incorporate a Number Company

- On the Home page, choose File at the top middle of the page.



- Choose your Business Type on the left side of the page and click Incorporate.





- Click on the dropdown arrow to the right of Reserved Name. Choose **Numbered Name**.

The screenshot shows the 'Incorporation' form. The 'Name Type\*' dropdown menu is open, showing 'Numbered Name' as the selected option. Below it, the 'Legal Ending\*' dropdown menu is also open, showing 'Numbered Name' and 'Reserved Name' as options. A link below the dropdowns reads 'If you need a name reservation number and don't yet have one, click here.' At the bottom right, there are 'Exit' and 'Continue' buttons.

- Click on the dropdown arrow to the right of CORP. and choose what legal ending you would prefer and click **Continue**.
  - ❖ If you are creating a Non-Profit Number Company, you only have two options for a legal ending instead of three.

The screenshot shows the 'Incorporation' form. The 'Name Type\*' dropdown menu is set to 'Numbered Name'. The 'Legal Ending\*' dropdown menu is open, showing 'CORP.' as the selected option. Other options visible in the dropdown include 'CORPORATION', 'INC.', 'INCORPORATED', 'LIMITED', and 'LTD.'. A link below the dropdowns reads 'If you need a name reservation number and don't yet have one, click here.' At the bottom right, there are 'Exit' and 'Continue' buttons.

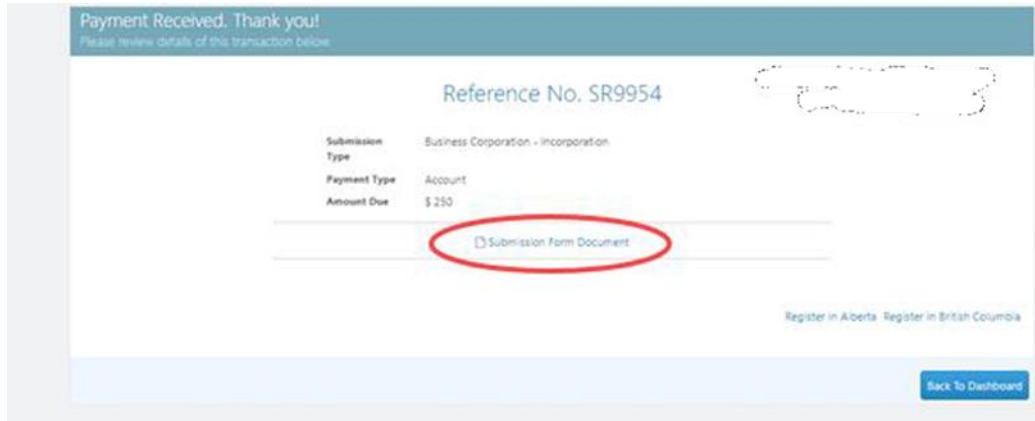
- Follow all of the steps in the Incorporation Form to the Summary. Click **Submit** in the Summary step to send your submission to ISC and make payment.
- If you would like a printed copy of the Summary, click on the link Submission Form Document on your confirmation page. You can download the PDF. You can also locate the Summary in the future under



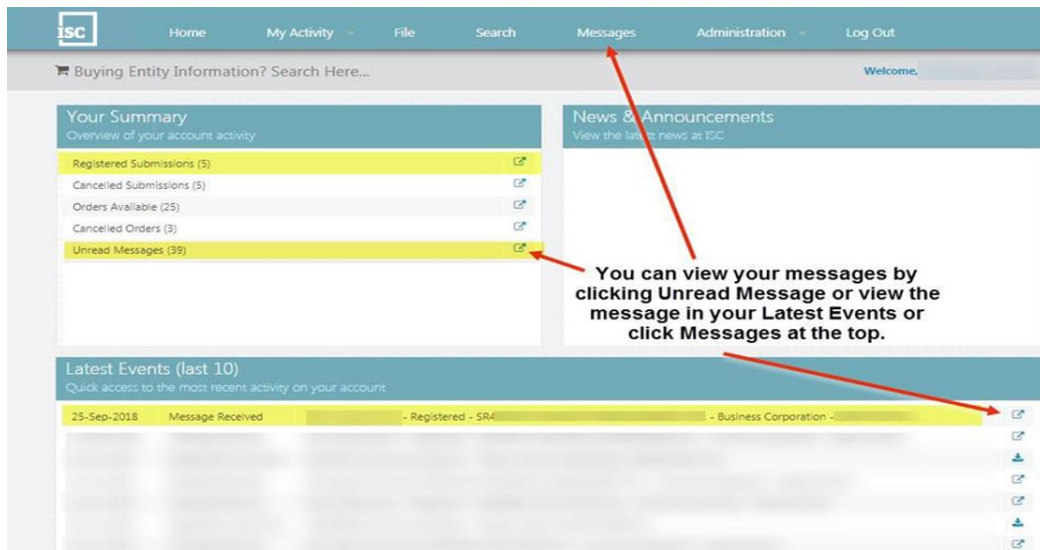




My Activity, Submission or back to the Dashboard (Home) and you can view Registered Submission under Your Summary.



- 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 got on the confirmation page. This is where you can print the attached Electronically Certified Certificate of Incorporation.



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

