



**Customer Support Guide
Corporate Registry Non-profit
Corporation Annual Return &
Financial Statement**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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

To start:

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



Saskatchewan
Corporate Registry



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,

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

No data available in table





Access Code/Pin

Your annual return notice will contain your access code for your entity. The entity access code contains letters and numbers (e.g. A2BBZZZ345) there is no need to set a new code if you are using this access code.

If you have a filing that you wish to complete and do not have an access code, you may request and set an access code.

If you are filing your annual return, you do not need a new access code. Use the one provided with your annual return notice. Continue to the next section **Annual Return & Financial Statement Filing**, for step-by-step instructions on how to file your annual return.

Setting a new access code

If you wish to set a new access code, select the **Messages** Tab, and then click on **New Message**.

The screenshot shows the ISC Messages interface. The top navigation bar includes 'Home', 'My Activity', 'File', 'Search', 'Messages', and 'Log Out'. The 'Messages' tab is highlighted with a red arrow. Below the navigation bar, there is a search bar with the text 'Buying Entity Information? Search Here...'. The main content area is titled 'My Messages' and includes a search form with 'Date', 'From', and 'To' fields, and 'Clear' and 'Search' buttons. Below the search form is a table with columns: Ref No, Received, Type, Subject, Attachments, Open, and Remove. The table is currently empty, showing 'No data available in table'. At the bottom right of the messages area, there is a 'New Message' button, indicated by a red arrow. The footer contains links for 'About ISC', 'Privacy Statement', 'Legal Information', 'Contact ISC', and 'Version: 1.0.0.0 IT.2023.01.26'.





The New Message screen will pop-up. Select the Type drop down and select Request Entity Access Code. The information in the body of the email will automatically appear. Provide your name, entity number, entity name, your relationship to the entity and the reason for your request.

New message

Details

Type*
Access Code Request
Select Type
Access Code Request

Message

Subject* Request Entity Access Code

Message*
** This form is only to be used for entity access code requests. **
Please allow for up to 3 business days for requests to be reviewed. You will be notified by email when your request has been processed.
For entity access code requests: Complete the form below.
YOUR NAME is requesting an entity access code for the following entity:
Entity Number: 102101101
Entity Name: Example Inc.
User's relationship to entity: Director
Reason for request:
For general inquiries: Contact ISC Customer Support at 1-866-275-4721

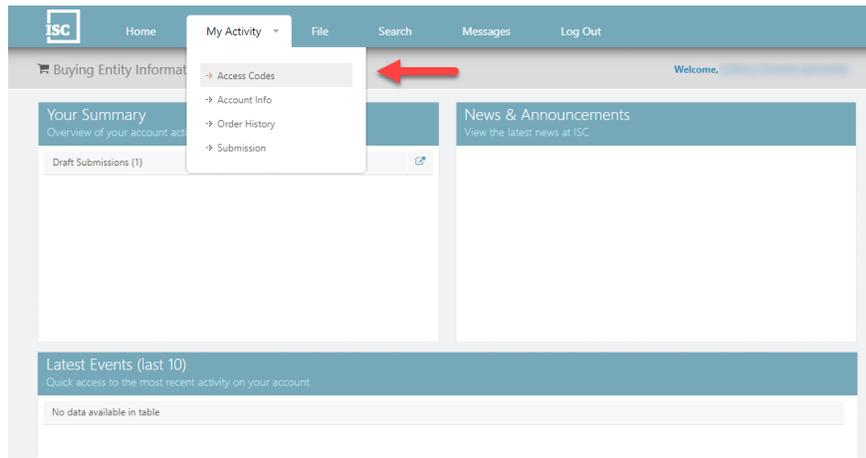
Cancel Submit



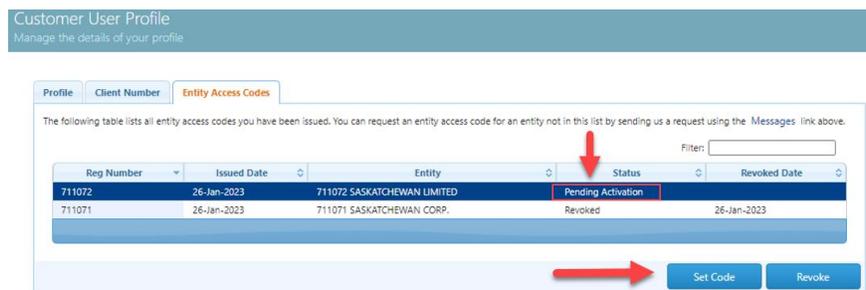


****This request will be sent to Corporate Registry for review.**

- It may take up to *3 business days* or so for the review to be completed.
- You will be notified by email if approved.
- If approved, the new access code can be found in the **My Activity** tab, under **Access Codes**.



Click on the row that contains the entity that you wish to set the access code for, then select **Set Code**.





Type in your new **Entity Access Code** in each of the fields and click **Update**. Remember the new code must be at least 6 characters and created by you.

This process is similar to picking a new PIN number for a debit card, you are responsible for choosing your access code.

Set Entity Access Code

Access Code

Enter your own entity access code (password) for NICE COMPANY TEST. It must be 6 characters or more. You or others who you give this code to can then use this code when filing submissions on this entity. If you are a channel customer, you don't need this code.

Access Code* Note: This code will be stored in a hashed format. The only person who will know this code is you.

Confirm Access Code*

The entity access code status will update from pending to issued once this is completed.





Annual Return & Financial Statement Filing

To begin filing your annual return, click on **File**. Then type in your entity name or number in the **File Annual Return or Renewal** field. Click on your corporations' information when it appears.

The screenshot shows the ISC website interface. At the top, there is a navigation bar with 'Home', 'My Activity', 'File', 'Search', 'Messages', and 'Log Out'. Below this is a search bar with the text 'Buying Entity Information? Search Here...'. On the left side, there is a section titled 'Reserve a Name or Create a Company' with a list of entity types: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, CREDIT UNIONS, LIBEL AND SLANDER, and CONDOMINIUM CORPORATIONS. On the right side, there is a section titled 'Update Entity' with a text input field 'Enter Entity Number and/or Name'. Below that is a section titled 'File Annual Return or Renewal' with a text input field containing '711073'. A list of search results is displayed below the input field, with the first result '711073 SASKATCHEWAN CORP.' highlighted. Red arrows point to the 'File' menu item, the search bar, and the highlighted search result.

A pop-up window will display. Enter your entity access code, click **Continue**.

The screenshot shows a pop-up window titled 'Check Access Code'. At the top, there is a section titled 'Entity Details' with the text '701430 / 701430 SASKATCHEWAN CORP.' and a '+ Show Details' link. Below this is a section titled 'Enter access code' with 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.' and a text input field labeled 'Access Code*'. At the bottom right, there are two buttons: 'Exit' and 'Continue'. Red arrows point to the 'click here' link, the 'Access Code*' input field, and the 'Continue' button.





An access code for filing your annual return can be found on your annual return notice. If you would like to set your own access code, select **Click Here** and follow the same process outlined in the **Access Code/Pin** section of this document.

Once you have entered the entity access code, you will be brought to the annual return (financial statement) filing.

Each page in the filing provides you with the option to make changes to the existing information. In this example, we will change the director information. Please note: every time you select to complete a change, you will be prompted to enter in your entity access code.

Entity Details

Please review the information for accuracy and if it is correct, click next. If it is not, click change of Nature of Activity to amend the nature of activity.

NAICS Code	Description
551113	Holding companies

*Note: A green circle with a checkmark in the annual return left side bar illustrates that you have successfully completed a section.

Annual Return - Non-profit Corporation

Entity Details (Completed)

Registered Office (Current)





Registered Office

In this step, review the Registered office information, if you require a change, click on the **Change Address** link. You may also change the Attention to and Email address information by clicking on the pencil icon beside the information. If you require no changes, click Next.

The screenshot shows the ISC web application interface for an Annual Return - Non-profit Corporation. The top navigation bar includes 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 "Annual Return - Non-profit Corporation" and features a sidebar with a list of options: Entity Details (selected), Registered Office (highlighted), Directors/Officers, Membership, Financial Statement, Liquidator / Receiver-Manager, Fees, and Summary. The main content area displays the "Registered Office" details, including Physical Address, Attention to, Mailing Address, Mailing Name, and Email Address. A "Change Address" link is highlighted with a red box and a red arrow. At the bottom, there are "Back", "Save as Draft", and "Next" buttons.





Directors/Officers Information

In this example, we have a fixed number of directors (3). We are going to remove one director and add one director. Click on the **Change Directors/Officers** link, to start the updates.

The screenshot shows the ISC web application interface. The top navigation bar includes Home, My Activity, File, Search, Messages, Administration, and Log Out. Below the navigation bar is a search bar and a welcome message. The main content area is titled "Annual Return - Non-profit Corporation" and features a sidebar with navigation options: Entity Details, Registered Office, Directors/Officers (highlighted), Membership, Financial Statement, Liquidator / Receiver-Manager, Fees, and Summary. The main content area displays the "Directors/Officers Information" section, which lists three directors: JANE K DOE, JOHN G DEER, and JACK C FAWN. Each director's information includes their name, role (Director), physical address, and mailing address. A red arrow points to the "Change Directors / Officers" link at the bottom right of the list. Another red arrow points to the "Next" button at the bottom right of the page.

If you are using Google Chrome, a pop up will appear asking if you are sure you want to leave this page. Click **leave this page**.

Leave site?

Changes you made may not be saved.





Next, you will be required once again to enter your entity access code. Enter the access code and click **Continue**.

As mentioned above, we are going to first remove a director. Select the radio button, **Add, update and/or remove**. The Directors and Officers dropdown will display, and then click on the dropdown and select the director that is being removed.





In this example, we are going to remove Jack Fawn. Click on his name, then click **Remove**.

A pop up will display and in this case we are sure that we want to remove Jack Fawn, so we click **Remove**.

Important step!!

Remember when we mentioned that there was a fixed number of directors?

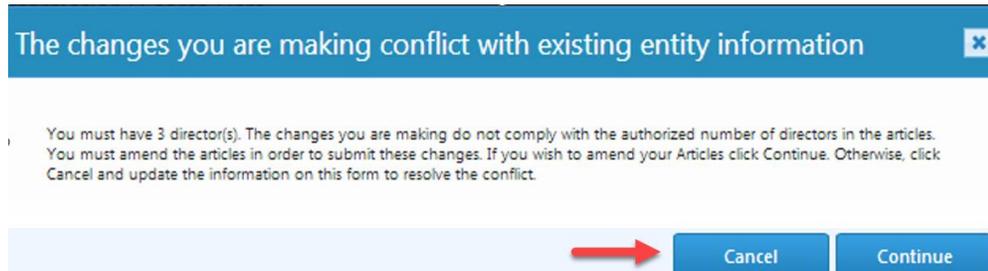
This following screen is the system telling you that you are about to conflict with the number of directors stated in your articles (you have fixed articles of 3 directors and are removing 1 director).

The system is giving you the option to either select **continue**, to complete a change of articles OR to select **cancel** to continue with the director changes without changing your articles.





In this example, we are going to select **cancel**, because we are adding one director back in. Making us, once again, in compliance with the articles.



Note the system displays that Jack Fawn has been removed. The effective date was not selected when we removed Jack, so we can do that here before adding the new director. Click on the calendar icon and select the date.

We are now going to add a director back in.





We can begin adding a new director by clicking **Add**.

Entity Details Show Details

What type of notice is being filed?

Resignation

Add, update and/or remove

Add

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.

Directors and Officers* JANE DOE, Director, 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Remove **Update**

Existing Directors

Name: JANE K DOE Hide Details

Role: Director

Physical Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Effective Date: 09-Feb-2023

Name: JOHN G DEER Remove Edit Hide Details

Role: Director

Physical Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Effective Date: 09-Feb-2023

Removed/Resigned Directors/Officers

Name: JACK C FAWN Undo Remove Hide Details

Role: Director

Physical Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Effective Date* Calendar icon





Enter the new directors' name and address information. Please do not forget to select an effective date (the date the new director became a director). Tip – you can back date the effective date. Select **Add**.

Add director/officer

Details

First Name* DAISY Middle Name
Last Name* DUCK
Email

Physical Address

The physical address cannot be a post office box.

Search Address Search for your address here or enter your address below CANADA

Address (1)*
Address (2) Street Address 2
Address (3) Street Address 3
City* REGINA Country* CANADA
Province/State* SASKATCHEWAN Postal Code /Zip Code

Check this box if mail cannot be delivered to this address

Mailing Address

Same as Physical

Search Address Search for your address here or enter your address below CANADA

Address (1)*
Address (2) Street Address 2
Address (3) Street Address 3
City* REGINA Country* CANADA
Province/State* SASKATCHEWAN Postal Code /Zip Code*

Roles *

Director
Officer

Effective Date* 09-Feb-2023

Cancel Add





The Fees page will provide an overview of fees incurred for the annual return. Click **Next**.

ISC Home My Activity File Search Messages Administration Log Out

Buying Entity Information? Search Here... Welcome,

Notice of Directors - Non-profit Corporation

- Directors/Officers
- Fees**
- Summary

Entity Details [+ Show Details](#)

Fees

Corporate Registry events are no longer published in The Saskatchewan Gazette. The Gazette publication fee is no longer being charged.

Description	Quantity	Total Cost
Notice of change of directors	1	\$ 0

Total : \$ 0

Click here if you wish to request a rush on this submission

Reference:

[Back](#) [Save as Draft](#) [Next](#)





The summary page provides a full overview of your transaction, please review for accuracy.

If you are unsure of the content of your transaction you may opt to save your transaction as a draft. Draft transactions may be reopened from the **My Activity** tab, under **Submissions**, and the **Drafts** tab.

If you are sure that your transaction is correct, please read and agree to the disclaimer, then select the **Submit** button.

The screenshot displays the 'Summary' page for a transaction. The sidebar on the left has 'Summary' selected. The main content area is divided into several sections:

- Entity Details:** 208314 / GULL LAKE GREYHOUND HOCKEY CLUB INC. (with a '+ Show Details' link)
- Directors/Officers:** A table with columns: Name, Role, Change Type, Effective Date.

Name	Role	Change Type	Effective Date
DAISY DUCK	Director	Add	09-Feb-2023
JACK C FAWN	Director	Remove	01-Feb-2023
- Added Directors/Officers Details:** A section for 'DAISY DUCK' with fields for Role (Director), Physical Address (4000 DEWDNEY AVE, REGINA, SASKATCHEWAN, CANADA, S4T 1A2), and Mailing Address (4000 DEWDNEY AVE, REGINA, SASKATCHEWAN, CANADA, S4T 1A2).
- Submitter Details:** A section with fields for Name, Address, and Email.
- Fees:** A table with columns: Fee Name, Quantity, Amount.

Fee Name	Quantity	Amount
Notice of change of directors	1	\$ 0
- Declaration:** A section with a checkbox and the text: 'I certify that I am authorized to file these documents with the Registrar of Corporations and that the information in this submission is true.' A red arrow points to the checkbox.

At the bottom right, there are three buttons: 'Back', 'Save as Draft', and 'Submit'. A red arrow points to the 'Submit' button.





Congratulations! You have completed your director changes.

Click on **Continue With Non-profit Corporation – Annual Return and Financial Statement** to complete your filing.

You may click on the submission form document link to generate a PDF file of the submission you just completed. To access your Submission Form Document at any other time, select the **My Activity** tab, **Submissions**, and the **Registered** tab.

Submission Received. Thank You!

Reference No. SR22811

Submission Type	Notice of Change of Directors/Officers
Amount Due	\$0

[Submission Form Document](#)

[Continue With Non-profit Corporation - Annual Return and Financial Statement](#)

[Continue Filing](#) [Back To Dashboard](#)

You will be asked once again to enter your entity access code in order to continue with your annual return/financial statement filing.

Check Access Code

Entity Details 711072 / 711072 SASKATCHEWAN LIMITED [+ Show Details](#)

Enter access code

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](#) .

Access Code*

[Exit](#) [Continue](#)





Membership

Please review your membership information. If everything is correct, click **Next**. If you require edits you may click the **Amend Articles** link.

The screenshot shows the ISC Annual Return - Non-profit Corporation interface. The top navigation bar includes 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 "Annual Return - Non-profit Corporation" and features a sidebar with a list of sections: Entity Details, Registered Office, Directors/Officers, Membership (highlighted), Financial Statement, Liquidator / Receiver-Manager, Fees, and Summary. The main content area displays the "Membership Details" section, which includes a table with the following data:

Member Class Name	Voting Rights	Previous Number of Members	Current Number of Members
CLASS A	Yes		

Below the table is an "Amend Articles" link. At the bottom of the interface are three buttons: "Back", "Save as Draft", and "Next". A red arrow points to the "Next" button.





Financial Statement

You will be required to complete the fields contained on the page and attach a financial statement showing the assets, liabilities, revenue, and expenditures of the corporation.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership
- Financial Statement**
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details

[+ Show Details](#)

Entity Dates

Fiscal Year End Date* 28-Feb-2022 Financial Statement Due Date 30-Sep-2022

Financial Details

Total Revenue Previous Year* \$ 50 Total Revenue* \$ 100

Total Expenditures* \$ 14 Total Assets* \$ 56

Total Liabilities and Member Equity* \$ 56

Financial Statement Attachment *

Please fill out a separate Financial Statement form for each fiscal year since the last financial statement was filed with Corporate Registry. Include the appropriate attachments as indicated on the form, and enclose all documents with this form.

The attached financial statement contains a signature from a director. The auditors report or review (if either is required) is included with the financial statement; and the auditor or reviewer meets the qualifications defined in Section 13-5 of the Act.

When uploading documents they must satisfy the following criteria:
Document Type: PDF Documents
Document Size: Maximum file size is 8MB

Uploaded	Yes	View

[Remove](#)

[Back](#) [Save as Draft](#) [Next](#)





Liquidator/Receiver-Manager

If you wish to change the liquidator/receiver-manager details, please click on the **Change Liquidator/Receiver-Manager** link. If you have no changes, click **Next**.

The screenshot shows the 'Liquidator / Receiver-Manager' step in the 'Annual Return - Non-profit Corporation' process. The left sidebar lists steps: Entity Details, Registered Office, Directors/Officers, Membership, Financial Statement, **Liquidator / Receiver-Manager**, Fees, and Summary. The main content area shows 'Entity Details' for '208314 / GULL LAKE GREYHOUND HOCKEY CLUB INC.' with a '+ Show Details' link. Below is the 'Liquidator / Receiver-Manager Details' section with a 'Change Liquidator / Receiver-Manager' link. A red arrow points to the 'Next' button at the bottom right.

Fees

The fees page will provide only an overview of the annual return/financial statement filing fees. Any fees associated with changes made in the process of completing the annual return are paid at the time those changes are made.

The screenshot shows the 'Fees' step in the 'Annual Return - Non-profit Corporation' process. The left sidebar lists steps: Entity Details, Registered Office, Directors/Officers, Membership, Financial Statement, Liquidator / Receiver-Manager, **Fees**, and Summary. The main content area shows 'Entity Details' for '208314 / GULL LAKE GREYHOUND HOCKEY CLUB INC.' with a '+ Show Details' link. Below is the 'Fees' section with a note: 'Corporate Registry events are no longer published in The Saskatchewan Gazette. The Gazette publication fee is no longer being charged.' A table lists fees:

Description	Quantity	Total Cost
Annual return - Late filing fee Not-For-Profit entity	1	\$ 15
Annual return - Not-For-Profit entity	1	\$ 15

Total : \$ 30

Click here if you wish to request a rush on this submission

Reference:

Buttons: Back, Save as Draft, Next





Summary

The summary page provides an overview of the changes made during the annual return process. Please review for accuracy. If you discover an omission or error, you can click on the tabs on the left-hand side to navigate to the page to make the correction.

If you are unsure that your transaction is correct, please read and agree to the disclaimer, then select the **Submit** button.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership
- Financial Statement
- Liquidator / Receiver-Manager
- Fees
- Summary**

Entity Details [+ Show Details](#)

✓ Nature of Activities

Existing Nature of Activities

✓ Registered Office Details

✓ Physical Address

Address

Attention to

✓ Mailing Address

Mailing Name

Address

Attention to

✓ Email Address

Email Address

✓ Directors/Officers

Name	Role	Office Held	Address

✓ Member Details

Member Class Name	Voting Rights	Previous Number of Members	Current Number of Members

✓ Financial Details

Total Revenue Previous Year	\$ 50	Total Revenue	\$ 100
Total Assets	\$ 56	Total Expenditures	\$ 14
		Total Liabilities and Member Equity	\$ 56

✓ Attachments

Financial Statement Attachment Yes

Submitter Details [+ Hide Details](#)

Name

Address

Email

✓ Fees

Annual return - Late filing fee Not-For-Profit entity	1	\$ 15
Annual return - Not-For-Profit entity	1	\$ 15

† Declaration

I certify that I am authorized to file these documents with the Registrar of Corporations and that the information in this submission is true.

[Back](#) [Save as Draft](#) [Submit](#)





Payment

You may choose to pay by account or credit card.

If you select the credit card radio button, your payment screen will expand to include your payment information and give you the option to add funds to your account.

The image shows two screenshots of the 'Submission Payment' interface. The left screenshot shows the 'Account' payment option selected, with fields for Account Name (DEREK FIFE), Account No. (100614126), A/C Balance (\$ 995), and Credit Limit (\$ 0). The right screenshot shows the 'Credit Card' payment option selected, with fields for Name on Card, Card Type (Select Card), Card Number, Expiry Date (February (2) 2023), and Security Code. Both screenshots have a 'Make Payment' button at the bottom.

Transaction Completed

Once your payment has been processed you will be presented with a screen illustrating your submission and the fees incurred.

The **Submission Form Document** link will generate a PDF with the details of the changes included in your annual return.

You may choose to start another filing by clicking on **Continue Filing** or click on **Back To Dashboard** to return to your home page.

The screenshot shows a confirmation screen titled 'Payment Received. Thank you!'. It displays the reference number SR22813 and a table with the following details:

Submission Type	Non-profit Corporation - Annual Return and Financial Statement
Payment Type	Account
Amount Due	\$ 30

Below the table is a link for 'Submission Form Document'. At the bottom of the screen, there are two buttons: 'Continue Filing' and 'Back To Dashboard'.





Finding Completed Submissions

To access your Submission Form Document at any other time, select the **My Activity** tab, **Submissions**, and the **Registered** tab.

