



**Customer Support Guide
Corporate Registry
Extra-Provincial Registration
with Name Search**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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

To start:

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



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

 [Forgot Password?](#) [Forgot User Name?](#)

By logging in, you accept the [Terms and Conditions of Use](#), effective November 24th, 2021.

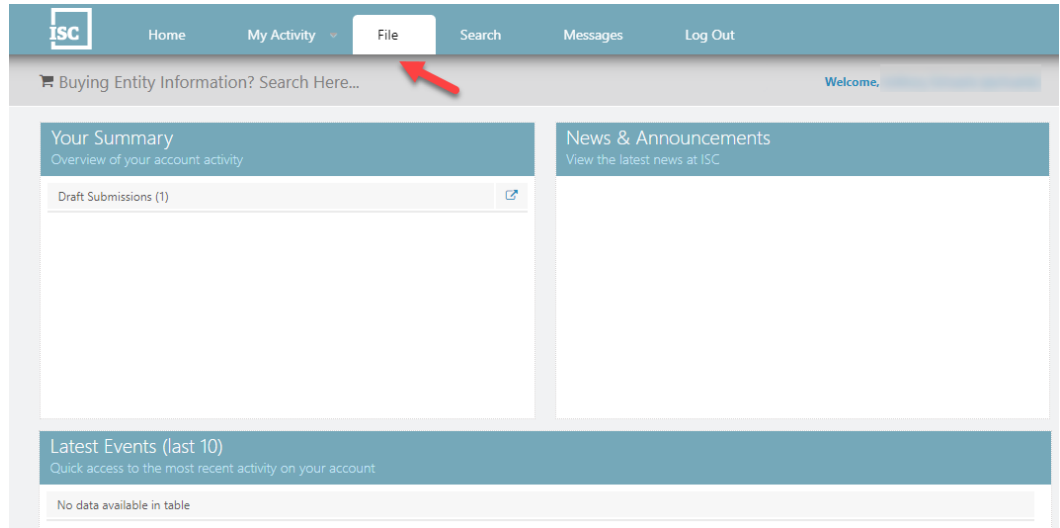
3. Click **Login**. Your **dashboard** will display.





Reserve Name for Extra-Provincial Registration

- Go through the previous steps to login to the Corporate Registry website.
- On the Home page, choose File at the top middle of the page.



- Choose your Corporation Type on the left side of the page and then click Reserve Name.
- If you are a Numbered Corporation in your Home Jurisdiction, please proceed to the Extra-Provincial Register Setup.





For Profit Example:

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 the navigation bar is a search bar with the text 'Buying Entity Information? Search Here...'. The main content area is titled 'Reserve a Name or Create a Company' and includes the instruction 'Select the appropriate entity type'. A list of entity types is shown: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, and CREDIT UNIONS. A red arrow points to the 'BUSINESS CORPORATIONS' option. A modal window titled 'Business Corporations' is open, displaying several options: RESERVE NAME (highlighted in green with a red arrow), INCORPORATE, AMALGAMATE, REGISTER, AMALGAMATE (EXTRA-PROVINCIAL), CONTINUE INTO SASKATCHEWAN, and CONTINUE FROM ANOTHER ACT. The text '*For Profit Example' is visible at the bottom right of the modal.

Non-Profit Example:

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 the navigation bar is a search bar with the text 'Buying Entity Information? Search Here...'. The main content area is titled 'Reserve a Name or Create a Company' and includes the instruction 'Select the appropriate entity type'. A list of entity types is shown: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, CREDIT UNIONS, and LIBEL AND SLANDER. A red arrow points to the 'NON-PROFIT CORPORATIONS' option. A modal window titled 'Non-profit Corporations' is open, displaying several options: RESERVE NAME (highlighted in green with a red arrow), INCORPORATE, AMALGAMATE, REGISTER, AMALGAMATE (EXTRA-PROVINCIAL), CONTINUE INTO SASKATCHEWAN, and CONTINUE FROM ANOTHER ACT. The text '*Non-Profit Example' is visible at the bottom right of the modal.





- Click on the dropdown arrow to select a Purpose for Reserving your name. Choose **Extra-Provincial Registration** and click the **Continue** button.

The screenshot shows a web form titled "Reserve Name". A dropdown menu is open for the "Reserve For*" field. The menu lists several options: "Select Purpose", "Incorporation", "Amalgamation", "Name Change", "Name Change for Reorganization", "Restoral", "Revival", "Jurisdictional Continuance", "Act Continuance", "Extra-provincial Registration" (which is highlighted in blue), "Extra-provincial Amalgamation", "Extra-provincial Name Change", and "Extra-provincial Restoral".

- Check the box if you are a Processional Corporation then select a Profession (i.e., Dentist, Doctor/Surgeon, Lawyer, Chartered Professional Accountant, Chiropractor, etc.).
- Provide the Language if it is not English Name only.
- Provide the Entity Name exactly how it appears in your Home Jurisdiction.
- Provide your Entity Number from your Home Jurisdiction.
- Check the box if you are a Federal Corporation.
- If you are not a Federal Corporation, you can select which Country/Province is your Home Jurisdiction.
- Click on Check Name.
- Enter a Nature of Business/Nature of Activity in the search field. If you are getting no results when you search, you can click on the list icon to the right.





- Provide Additional Information; choose Not Applicable if this does not apply to you. Click Next.

Name to Reserve

✓ Purpose Extra-provincial Registration

Name to Reserve

Professional Corporation

Language English Name only

Entity Name* Enter Company Name to Check

Entity Number* Enter Home Jurisdiction Entity Number

Country* CANADA

Province/State* ALBERTA

Limited Liability Company Yes No

Federal Extra-provincial Company

Select your Home Jurisdiction Province if you are not Federal

Select if you are a Federal Corporation

Clear Check Name

Nature of Business

Search Enter your Nature of Business/Activity here

NAICS Code	Description	Change Type
No data available in table		

If you are getting no matches when you search a Nature of Business/Activity, click here

Additional Information

Additional Information* Not Applicable

Save as Draft Next

- Follow all of the steps in the Name Reserve Form to the Summary. Click Submit in the Summary step to send in your submission to Corporate Registry 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 later on under My Activity, Submission or 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.





- You will need to obtain the Reservation Number in your Submission Registered – Reserve Name message to move on to the Extra-Provincial Register step.
- You can also call 1-866-275-4721 or email corporateregistry@isc.ca to confirm the status of your Reserve Name.

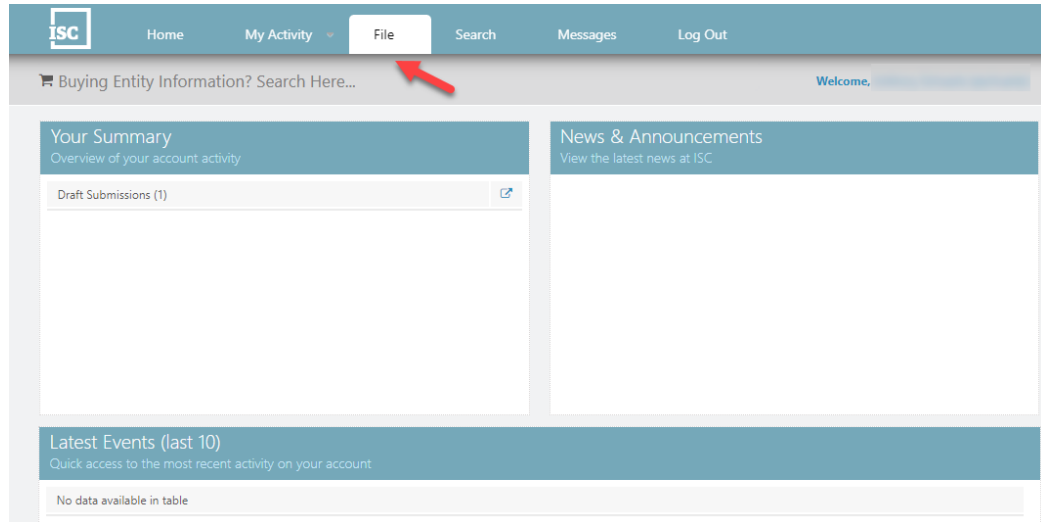
The screenshot displays the ISC user interface. At the top, there is a navigation bar with the ISC logo and menu items: Home, My Activity, File, Search, Messages, Administration, and Log Out. Below the navigation bar is a search bar with the text "Buying Entity Information? Search Here..." and a "Welcome," message. The main content area is divided into three sections: "Your Summary" (Overview of your account activity), "News & Announcements" (View the latest news at ISC), and "Latest Events (last 10)" (Quick access to the most recent activity on your account). The "Your Summary" section lists: Registered Submissions (5), Cancelled Submissions (5), Orders Available (25), Cancelled Orders (3), and Unread Messages (39). The "Latest Events" section shows a message received on 25-Sep-2018, titled "Message Received", with details: "Registered - SR4" and "Business Corporation". A red text box with arrows pointing to the "Messages" menu item, the "Unread Messages (39)" link, and the "Message Received" event entry contains the text: "You can view your messages by clicking Unread Message or view the message in your Latest Events or click Messages at the top."



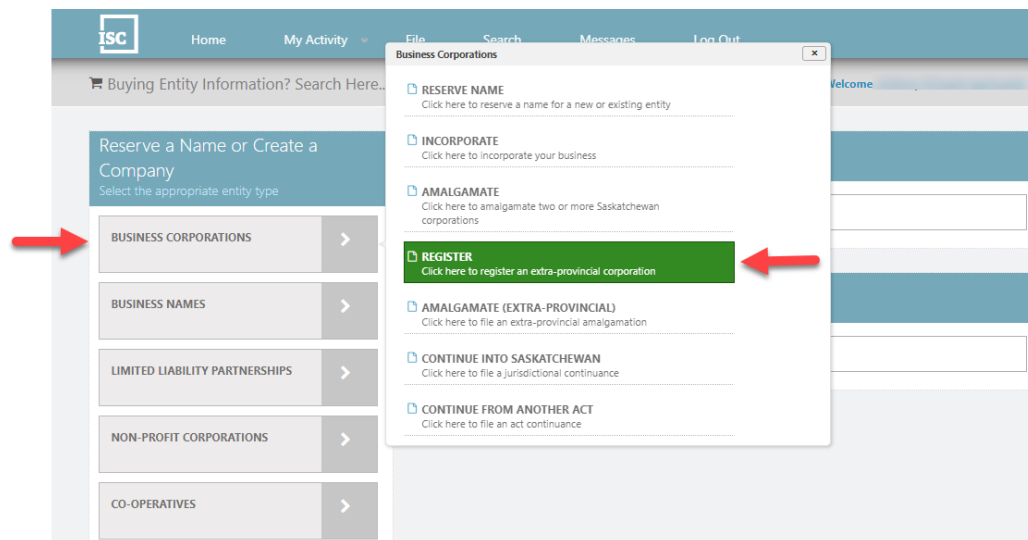


Extra-Provincial Register

- Copy or write down your Reservation Number from the **Submission Registered – Reserve Name** message.
- On the Home page, choose **File** at the top middle of the page.



- Choose your **Entity Type** on the left side of the page and click **Register**. **NOTE:** this process applies to all Entity Types, not only that shown in the example below.





- Enter your Reservation Number from your Reserve Name Submission. If you have not done a Reserve Name submission yet, you can click the Reserve Name Form link. Click **Continue**.

Extra-provincial Registration

Name Type

Reservation Number*

If you have already reserved a name, enter the name reservation number. If you haven't yet reserved a name, complete the [Reserve Name Form](#).

- If you Extra-Provincially Register a Numbered Company, choose Numbered Name and type the Exact Numbered Company Name in your Home Jurisdiction field. Click **Continue**.

Extra-provincial Registration

Name Type

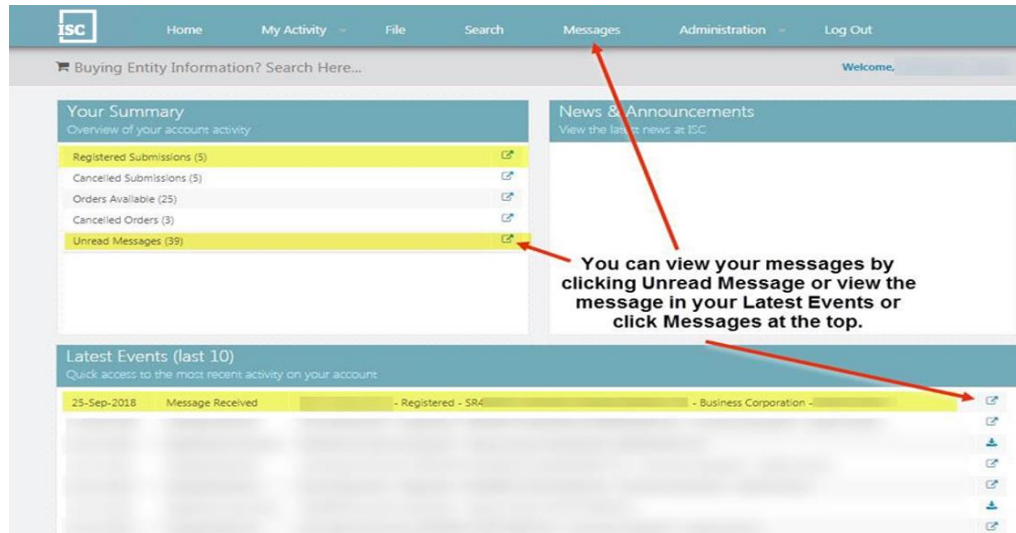
Home Jurisdiction Name*

- Follow the steps in the Extra-Provincial Registration 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 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 Registration.



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

