

Saskatchewan Corporate Registry

# **Submission Cover Page**

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### A Submission Cover Page must be included with every set of forms submitted to the Corporate Registry.

FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED. FORMS WITH MISSING PAGES WILL BE RETURNED.

### **Fees**

Submission Fee: (go to www.isc.ca/fees for the current fee information)

#### **Priority Service:**

	Check box for \$500.00	optional additional fee
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Priority submissions will receive immediate attention and will be reviewed within one business day after being received, where possible. If you are submitting multiple forms for a single entity, only one priority service fee is required. Check **Priority Service** box on each submission cover page.

#### **TOTAL FEES:**

Submissions will be returned if sufficient funds are not available at the time of processing.

## Payment Methods

#### ISC offers the following methods of payment:

- Cheque or money order payable to Information Services Corporation
- On ISC account ISC Account Number:

To pay by credit card, call the Customer Support Team at 1-866-275-4721 to provide payment information and you must include the ISC Account Number provided on the line above.

**<u>DO NOT</u>** include your credit card information anywhere on these forms.

## **Paper Forms Submission Methods**

The received date for the submission is the date the forms are received at ISC.

 Mail:
 Corporate Registry
 Fax:
 (306) 787-8999
 1301 – 1st Avenue,
 Regina, SK S4R 8H2
 Fax:
 (306) 787-8999
 1301 – 1st Avenue,
 1301 – 1st Avenue,</

## **Customer Reference Number (optional)**

Your Reference Number:

Did you know...most submissions are automatically registered when filed online at <u>corporateregistry.isc.ca</u> This includes Annual Returns, Annual Returns and Financial Statements, Business Name Renewals and most associated notice update submissions.

Visit our website or contact our Customer Support Team for more information:

www.isc.ca

1-866-275-4721

corporateregistry@isc.ca



1 NAME RESERVATION DETAILS						
Entity Number in Saskatchewan:	Existing Entity Name in Saskatchewan:					
-	n the home jurisdiction changed?					
Select <u>only</u> one (1)	Yes (Complete Sections 1.1 and 1.2)					
No (Select <u>only</u> one (1) option on right)		ate Name (Go to Section 1.2) [Do <u>not</u> complete Section 1.1]				
			ate Name (Go to Section 2) [Skip Sections 1.1 and 1.2]			
► 1.1 - New Name I	Details					
Entity Number in Hon	ne Jurisdiction:					
NEW Entity Name in H	lome Jurisdiction:		s the entity federally incorporated in Canada: ► Select <u>only</u> one (1)			
			Yes (Leave 'Home Jurisdiction No Province/State' field blank below)			
Home Jurisdiction Co	untry:	Home Jurisdiction	Province/State:			
Limited Liability Com	pany: Select <u>only</u> one (1)	Professional Corpo	oration: Select <u>only</u> one (1)			
<b>Designated Profession</b> : (If 'Yes' to Professional Corporation above, provide the designated profession)						
NEW Home a. English name only						
Language: b. French name only						
Select <u>only</u> one (1) C. English and French names (names must be direct translations)						
NEW Home Jurisdiction Entity Name – ENGLISH: (Complete if option a or c is selected above)						
NEW Home Jurisdiction Entity Name - FRENCH: (Complete if option b or c is selected above)						

▼ Section Below Intentionally Left Blank - For Office Use Only ▼



Saskatchewan Corporate Registry

English Translation of New Home Jurisdiction Name: (Complete if option b is selected above)				
<b>Nature of Business: (Be specific)</b> The nature of business is coded in accordance with the North American Industry Classification System (NAICS), the list can be found at <u>www.isc.ca/NAICS</u> . Multiple NAICS codes can be provided. If a NAICS code(s) is not provided, we will select codes that best match the nature of business description provided.				
▶ 1.2 - New Alternate Name Details Complete this section if the existing alternate name is changing or in case the new entity name from the home jurisdiction is not available.				
Alternate Name to Reserve:       Alternate Name       Alternate Numbered Name         > Select only one (1)       (Continue below)       (Go to Section 2)         [Skip remaining fields below in the selection of the selection o	his Section]			
Alternate Name Language: <ul> <li>a. English name only</li> <li>b. French name only</li> <li>c. English and French names (names must be direct translations)</li> </ul>				
Alternate Name – ENGLISH: (Complete if option a or c is selected above)	<ul> <li>▶ Legal Ending: Select <u>only</u> one (1)</li> <li>□ Limited □ Ltd.</li> <li>□ Incorporated □ Inc.</li> <li>□ Corporation □ Corp.</li> </ul>			
Alternate Name – FRENCH: (Complete if option b or c is selected above)	<ul> <li>▶ Legal Ending: Select <u>only</u> one (1)</li> <li>☐ Limitée</li> <li>☐ Incorporée</li> <li>☐ Inc.</li> <li>☐ Corporation</li> <li>☐ Corp.</li> </ul>			
English Translation of Alternate Name: (Complete if option b is selected above)				

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# 2 ADDITIONAL INFORMATION (Optional)

## Select <u>only</u> one (1) of the following:

Not applicable (*No additional information to provide*)

Able to obtain consent of third party listed in the Notes section below

Request related to an existing trademark listed in the Notes section below

Undertake to cancel business name listed in the Notes section below

- Not proceeding with existing name reservation listed the Notes section below
- Other (See the Notes section below)

Notes:

# **3** SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE

### Submitter Information (Submitter must be an individual) \*Indicates mandatory fields

*First Name:	*Last Name:			
*Mailing Address:	Phone Number:			
	Fax Number:			
Email Address:				

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

Signature:

Date:

## Preferred Notification Method for the Submission Correspondence/Certificate

The Registry will communicate with the Submitter regarding this submission using the method selected below and the Submitter's information provided on this form. However, if an ISC Account Number is provided on the submission cover page, communication will be sent to the address information associated with that ISC Account Number.

## Select <u>only</u> one (1):

<u>Note</u>: If the preferred notification method is not indicated or incomplete, the default method will be mail.

Email Mail Fax

Corporate Registry online customer portal (ISC Account Number must be provided on the submission cover page)