



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](http://www.isc.ca/fees) for the current fee information) \$ \_\_\_\_\_

**Priority Service:**

Check box for \$500.00 optional additional fee \$ \_\_\_\_\_

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.

**DO NOT** 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  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

**Fax:** (306) 787-8999

## Customer Reference Number (optional)

- Your Reference Number: \_\_\_\_\_

Did you know...most submissions are automatically registered when filed online at [corporateregistry.isc.ca](http://corporateregistry.isc.ca)  
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](http://www.isc.ca)

1-866-275-4721

[corporateregistry@isc.ca](mailto:corporateregistry@isc.ca)



**1 NEW ENTITY NAME TYPE DETAILS**

▶ *Select only one (1) of the two options below, and complete the associated fields:*

1. <input type="checkbox"/> <b>Reserved Name</b> ▶	<b>Name Reservation Number:</b>	<b>Reserved Entity Name:</b>
	<b>Name Conditions: (If applicable)</b> ⚡ <i>If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.</i>	
2. <input type="checkbox"/> <b>Numbered Name</b> ▶	<b>Legal Ending:</b> Select only one (1) <input type="checkbox"/> Inc. <input type="checkbox"/> Incorporated <input type="checkbox"/> Corp. <input type="checkbox"/> Corporation	
	<b>Nature of Activity: (Be specific)</b> ⚡ <i>The nature of activity is coded in accordance with the North American Industry Classification System (NAICS), the list can be found at <a href="http://www.isc.ca/NAICS">www.isc.ca/NAICS</a>. Multiple NAICS codes can be provided. If a NAICS code(s) is not provided, we will select codes that best match the nature of activity description provided.</i>	

**2 DATES**

The fiscal year end may be up to 14 months in the future. If the fiscal year end falls within two months after the incorporation date, provide the fiscal year end for the following year.

Unless a future date is specified below, the date the properly completed forms and required fees are received will be considered the incorporation date.

**Fiscal Year End:** *(Enter date in day/month/year format)*

**Incorporation Date:** *(Enter date in day/month/year format)*

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

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

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



**3 MEMBERSHIP CLASS INFORMATION**

List the names (ex: regular, associate, honorary, etc.) and voting rights for each membership class.

If there are more than four (4) membership classes, please attach a separate document listing membership class information for each class.

Name of Membership Class	Voting Rights (A selection is Required)	Name of Membership Class	Voting Rights (A selection is Required)
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**4 CORPORATION TYPE**

► Select **only one** (1)  Membership  Charitable

**5 AUTHORIZED NUMBER OF DIRECTORS**

A membership corporation requires **at least** one (1) director.

A charitable corporation requires **at least** three (3) directors.

► Select **only one** (1)  Minimum # of Directors: \_\_\_\_\_  
 Maximum # of Directors: \_\_\_\_\_ ◀ **OR** ▶  Fixed # of Directors: \_\_\_\_\_

**6 RIGHT TO TRANSFER MEMBERSHIP INTEREST**

► Select **only one** (1)  None  Rights provided in articles document

**7 RESTRICTIONS ON ACTIVITIES**

► Select **only one** (1)  None  Restrictions provided in articles document

**8 OTHER PROVISIONS**

► Select **only one** (1)  None  Provisions provided in articles document

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



**9 DISSOLUTION PROVISIONS**

► **Select only one (1) of the two corporation types below, and complete the associated fields:**

<input type="checkbox"/> <b>Membership Corporation</b> ► <i>Select <u>only one</u> (1) of the two options on right</i>	<input type="checkbox"/> 1.) As permitted in accordance with subsection 16-19(4) of the Act. <input type="checkbox"/> 2.) Provisions contained in attached document.
<input type="checkbox"/> <b>Charitable Corporation</b> ► <i>Select <u>only one</u> (1) of the three options on right</i>	<input type="checkbox"/> 1.) None <b>Note:</b> If None is selected and a distribution scheme is not provided for in these articles or any subsequent amendments, a court order pursuant to subsection 16-19(6) of the Act will be required at the time of dissolution. <hr/> <input type="checkbox"/> 2.) Provisions contained in attached document. <hr/> <input type="checkbox"/> 3.) Predefined - <i>Select <u>one or more</u> of the following options:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> A charitable corporation</li> <li><input type="checkbox"/> A registered charity within the meaning of the <i>Income Tax Act (Canada)</i></li> <li><input type="checkbox"/> A municipality</li> <li><input type="checkbox"/> The Government of Canada, a government of any province, or an agency of any of those governments</li> </ul>

**10 ARTICLES DOCUMENT**

If there is more than one membership class, or if there are any rights to transfer membership interest, restrictions on activities, dissolution provisions or other provisions, a document containing the full articles of incorporation must be enclosed.

► **The Articles of Incorporation must include:**

- The name of the entity.
- The corporation type (membership or charitable).
- Membership class information, including the rights, privileges, restrictions and conditions attached to each membership class.
- The authorized number of directors.
- The right to transfer membership interest (if there is no right, that must be stated in the articles).
- Restrictions on activities (if there are no restrictions, that must be stated in the articles).
- Dissolution provisions (if there are no provisions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



**11 REGISTERED OFFICE ADDRESSES**

**Instructions:**

- The physical address of the registered office **must** be in Saskatchewan.
- The physical address **cannot** be a post office box.
- Rural locations **must** use legal land descriptions, including RM names and numbers or civic addresses.

Registered Office <b>PHYSICAL ADDRESS</b>		Registered Office <b>MAILING ADDRESS</b>	
▶ <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		▶ <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
Address 1: ( <i>IMPORTANT: Physical Address cannot be a P.O. Box</i> )		Address 1:	
Address 2:		Address 2:	
Address 3:		Address 3:	
City / Town / RM:		City / Town:	
Province:		Province:	
Country:	Postal Code:	Country:	Postal Code:
Attention To: ( <i>Optional</i> )		Attention To: ( <i>Optional</i> )	
<b>IMPORTANT: If an email address is provided below, the Annual Return advance notice will be sent to this email address. If the email address field is left blank, the Annual Return advance notice will be sent by regular mail to the mailing address on file.</b>			
Email Address: ( <i>Optional</i> )			
Mailing Address Name: ( <i>Optional - if different from Entity name</i> )			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



**12 DIRECTOR/OFFICER DETAILS**

- Instructions:**
- If there are more than three (3) directors or officers, please photocopy the next page before proceeding and attach to this form.
  - If none of the directors or officers have a Saskatchewan address, a **Power of Attorney** form must be submitted along with this form.
  - The physical address cannot be a post office box.
  - Rural locations must use legal land descriptions, including RM names and numbers or civic addresses.

<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> (Select all that apply)	
<b>Middle Name:</b> (Optional)		<input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:	
<b>Last Name:</b>		_____ (ex: President, Secretary)	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address [If checked, do <u>not</u> complete Mailing Address fields below]	
<b>Address 1:</b> (IMPORTANT: Physical Address <u>cannot</u> be a P.O. Box)		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> (Optional)			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i> <input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:  _____ (ex: President, Secretary)	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page



<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i> <input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:  _____ (ex: President, Secretary)	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page





**13 INCORPORATOR INFORMATION**

► **Select *only one* (1) option below, and provide incorporator mailing address.**

<input type="checkbox"/> <b>Individual</b> ► • a natural person	<b>First Name:</b>	<b>Last Name:</b>
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents (Cannot list the name of this newly formed corporation)		
<b>Entity Number:</b> (if registered in Saskatchewan)	<b>Entity Name:</b>	

Address 1:

Address 2:

Address 3:

<b>City/Town:</b>	<b>Province:</b>
<b>Country:</b>	<b>Postal Code:</b>

**14 SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE**

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

<b>*First Name:</b>	<b>*Last Name:</b>
<b>*Mailing Address:</b>	<b>Phone Number:</b>
	<b>Fax Number:</b>

**Email Address:**

► **Select *only one* (1) option:**

I am the incorporator and I certify that the information in this submission is true.

I certify that I am authorized by the incorporator 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 *only one* (1):**  
*Note: 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)