



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                      **Fax:** (306) 787-8999  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

## 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 ENTITY DETAILS**

<b>Entity Number:</b>	<b>Entity Name:</b>
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**2 COURT ORDER / PLAN OF ARRANGEMENT**

A court order and a plan of arrangement must be enclosed. The plan of arrangement may be included in the court order, or it may be a separate document.

**3 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>	
<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>Attention To:</b> (Optional)		<b>Attention To:</b> (Optional)	

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



**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.

Email Address: (Optional)

Mailing Address Name: (Optional - if different from Entity name)

#### 4 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, the **Power of Attorney** section must be completed on 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.

► Director / Officer

First Name:

Middle Name:  
(Optional)

Last Name:

Role(s): (Select all that apply)

Director     Officer - Office Held:

(ex: President, Secretary)

Type of Change:     Add     Update     Remove  
► Select only one (1)

Effective Date of Change: \_\_\_\_\_ (Enter date in day/month/year format)

**PHYSICAL ADDRESS**

**MAILING ADDRESS**

►  Check if mail cannot be delivered to this Physical Address

►  Check if same as Physical Address  
[If checked, do not complete Mailing Address fields below]

Address 1: (**IMPORTANT:** Physical Address **cannot** be a P.O. Box)

Address 1:

Address 2:

Address 2:

Address 3:

Address 3:

City / Town / RM:

City / Town:

Province:

Province:

Country:

Postal Code:

Country:

Postal Code:

Email Address: (Optional)



<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>Type of Change:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove ► <i>Select only one (1)</i>		<b>Effective Date of Change:</b> _____ <i>(Enter date in day/month/year format)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do not 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>			

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<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>Type of Change:</b> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove ► <i>Select only one (1)</i>		<b>Effective Date of Change:</b> _____ <i>(Enter date in day/month/year format)</i>	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <i>[If checked, do not 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>			

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**5 POWER OF ATTORNEY DETAILS**

**Instructions:**

- If there are more than three (3) powers of attorney, please photocopy the next page before proceeding and attach to this form.
- If none of the directors or officers have a Saskatchewan address, this section **must** be completed.
- The power of attorney **must** be a resident of 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.

**▶ Power of Attorney**

<b>First Name:</b>		<b>Firm Name:</b> (Optional)	
<b>Middle Name:</b> (Optional)			
<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 [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)			

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<b>► Power of Attorney</b>			
<b>First Name:</b>		<b>Firm Name:</b> <i>(Optional)</i>	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <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>			

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<b>► Power of Attorney</b>			
<b>First Name:</b>		<b>Firm Name:</b> <i>(Optional)</i>	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> <i>Check if mail cannot be delivered to this Physical Address</i>		► <input type="checkbox"/> <i>Check if same as Physical Address</i> <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>			

<b>6</b>	<b>EFFECTIVE DATE</b>
Unless a future date is specified below, the date the properly completed forms and required fees are received will be considered the effective date.	
<b>Effective Date:</b>	<i>(Enter date in day/month/year format)</i>

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**7 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 *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)