



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 ENTITY DETAILS

Entity Number:	Entity Name:
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## 2 ENTITY NAME TYPE DETAILS

► Select only one (1) of the three options below, and complete the associated fields:

<b>1. <input type="checkbox"/> Protected Name</b> • the entity was struck off less than one (1) year ago	<b>Nature of Activity: (Be specific)</b> 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.	
<b>2. <input type="checkbox"/> Reserved Name</b>	<b>Name Reservation Number:</b>	<b>Reserved Entity Name:</b>
	<b>Name Conditions: (if applicable)</b> If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.	
<b>3. <input type="checkbox"/> Numbered Name</b>	<b>Nature of Activity: (Be specific)</b> 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.	

## 3 NEW FISCAL YEAR END DATE

Complete this section only if the fiscal year end date has changed.

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

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



#### 4 NUMBER OF MEMBERS

The current number of members in each membership class must be provided.

If you have more than four (4) membership classes, please attach a separate document listing current number of members in each membership class.

Name of Membership Class	Current Number of Members	Name of Membership Class	Current Number of Members

#### 5 UPDATE ENTITY DETAILS

If any entity details have changed, the related form(s) and applicable fees (if any) must be enclosed with this form. The information on the enclosed form(s) will be used to update the entity at the time of the restoral.

► The following forms are enclosed to update the entity: *(Select all that apply)*

- ☐ Change of Registered Office Addresses
- ☐ Change of Directors / Officers
- ☐ Power of Attorney
- ☐ Liquidator / Receiver-Manager
- ☐ Change Nature of Activity
- ☐ Amendment

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Continue on Next Page



## 6 FINANCIAL DETAILS

Attach a financial statement containing a signature of a director and provide a summary of the financial details for each fiscal year since the last financial statement was filed with the Corporate Registry.

If there are more than four (4) years of financial details to provide, please photocopy this page before proceeding and attach to this form.

Financial Details for Fiscal Year Ending on:	(Enter date in day/month/year format)	Financial Details for Fiscal Year Ending on:	(Enter date in day/month/year format)
Total Revenue:	\$	Total Revenue:	\$
Total Expenditures:	\$	Total Expenditures:	\$
Total Assets:	\$	Total Assets:	\$
Total Liabilities and Member Equity:	\$	Total Liabilities and Member Equity:	\$
Financial Details for Fiscal Year Ending on:	(Enter date in day/month/year format)	Financial Details for Fiscal Year Ending on:	(Enter date in day/month/year format)
Total Revenue:	\$	Total Revenue:	\$
Total Expenditures:	\$	Total Expenditures:	\$
Total Assets:	\$	Total Assets:	\$
Total Liabilities and Member Equity:	\$	Total Liabilities and Member Equity:	\$

## 7 FINANCIAL STATEMENT ATTACHMENT AND AUDITOR/REVIEWER REQUIREMENTS

A financial statement and report of the auditor or reviewer, if required, must be enclosed.

► **Membership corporations** may resolve not to appoint an auditor.

► **Charitable corporations** audit and review requirements are as follows:

- Where total revenue exceeded \$500,000 in the previous fiscal year, the financial statement must be accompanied by an auditor's report.
- Where total revenue in the previous fiscal year was between \$100,000 and \$500,000, the requirement for an audit may be waived, but a review is required.
- Where total revenue in the previous fiscal year was under \$100,000, both audit and review requirements may be waived.

The auditor/reviewer must be a member in good standing of a recognized accounting professional association that is regulated by an Act and must be independent of the corporation, any of its affiliates, or the directors or officers of the corporation or its affiliates.

► ☐ **REQUIRED:** I confirm that (1) the attached financial statement(s) contains a signature from a director; (2) the auditor's report or review (if either is required) is included with the financial statement, and (3) the auditor or reviewer meets the qualifications defined in section 13-5 of the Act.

## 8 EFFECTIVE DATE

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

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



**9 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)