

Fees

Correspondence related to this submission will be sent to you using the contact information provided in the Submitter Information section of the form.

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

Select one (1) delivery method for your submission notification/certificate:

- | | |
|--|---|
| <input type="checkbox"/> Online workspace (please provide an email address in the Submitter Information section) | <input type="checkbox"/> Email: \$5 additional fee |
| <input type="checkbox"/> Fax: \$5 additional fee | <input type="checkbox"/> Mail: \$10 additional fee |

Priority Service: **\$500 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 the **Priority Service** box on each submission cover page.

Total Fees: \$

Transactions will be rejected if sufficient funds are not available at the time of processing.

Payment Methods

ISC offers the following methods of payment:

- On account - Account number: _____ Password: _____
- Cheque or money order payable to Information Services Corporation
- Credit card – see instructions below

Instructions to Register and Use an ISC Account

Credit Card payments are made through an ISC account.

- To open an account, visit ISC.ca or contact the Customer Support Team
 - To use your account:
 - Sign in to ISC Online Services.
 - Select Account Payment.
 - Enter your credit card number, the name on the card and the expiry date.
 - Under Payment \$, enter the amount to be charged to your credit card.
- ** Please note: Only the main account holder can make payments online. If you are not the main account holder, please use one of the other payment methods.**

Customer Reference Number (optional)

Your Reference Number:

Visit our website or contact our Customer Support Team for more information: 1-866-275-4721 ask@isc.ca www.isc.ca

Submission Methods:

Mail: Corporate Registry
1301 – 1st Avenue, Regina, SK S4R 8H2

Fax: (306) 787-8999

Online: www.isc.ca/corporateregistry



The Business Corporations Act
Change of Registered Office / Mailing Address

Section 1: Entity Details
Entity Number:
Entity Name:

Section 2: Type of Notice
<input type="checkbox"/> Change of Registered Office <input type="checkbox"/> Resignation of Registered Office (A copy of the resignation letter must be enclosed. Complete Sections 4, 5 and 6 only)

Section 3: Addresses	
<p>If the entity's home jurisdiction is Saskatchewan, the physical address of its registered office must be in Saskatchewan.</p> <p>The physical address cannot be a post office box. Rural locations must use legal land descriptions, including R.M. names and numbers or civic addresses.</p>	
Registered Office Physical Address <input type="checkbox"/> Check here if mail cannot be delivered to this address	Registered Office Mailing Address <input type="checkbox"/> Same as physical address
Street Address 1:	Street Address 1:
Street Address 2:	Street Address 2:
Street Address 3:	Street Address 3:
City / Town:	City / Town:
Province: Saskatchewan	Province:
Country:	Country:
Postal Code:	Postal Code:



The Business Corporations Act
Change of Registered Office / Mailing Address

Attention to (optional):	Attention to (optional):
Email Address (optional):	Mailing Name (if different from entity name):
<input type="checkbox"/> Check here to receive your annual return by email.	

Section 4: Dates If you selected "Resignation of Registered Office" in Section 2, the effective date must be 30 days after the notice of resignation date.
Notice of Resignation Date (if applicable):
Effective Date:

Section 5: Signature	
<input type="checkbox"/> I certify that I am authorized to file these documents with the Director of Corporations and that the information in this submission is true.	

Submitter Signature	Date

Section 6: Submitter Information	
Name:	
Mailing Address:	
Email:	Phone Number:
Fax Number:	