

## 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](http://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: <b>\$5 additional fee</b> |
| <input type="checkbox"/> Fax: <b>\$5 additional fee</b>  | <input type="checkbox"/> Mail: <b>\$10 additional fee</b> |

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](http://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](mailto:ask@isc.ca) [www.isc.ca](http://www.isc.ca)

### Submission Methods:

**Mail:** Corporate Registry  
1301 – 1<sup>st</sup> Avenue, Regina, SK S4R 8H2

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

**Online:** [www.isc.ca/corporateregistry](http://www.isc.ca/corporateregistry)

### Section 1: Entity Details

Entity Number:

Entity Name:

### Section 2: New Entity Details

Only complete this section if the entity name has changed.

Name Type:

Reserved Name

Name Reservation Number: \_\_\_\_\_

Reserved Entity Name: \_\_\_\_\_

Numbered Name

Legal Ending (select one):

Ltd.  Limited  Inc.  Incorporated  Corp.  Corporation

Nature of Business (be specific):

\_\_\_\_\_

\_\_\_\_\_

Name Conditions (if applicable):

If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.

Registered Office Mailing Name (if different from new entity name):

### Section 3: Share Class Information

Only complete this section if the share class information has changed.

If you have more than three share classes, please attach a separate document listing share class information for each class.

Name(s) of Share Class(es):	Remove/Update/Add	Number of Shares:	Voting Rights:
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> _____ or <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> _____ or <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> _____ or <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 4: Authorized Number of Directors

Only complete this section if the authorized number of directors has changed.

Minimum # of directors \_\_\_\_\_ Maximum # of directors \_\_\_\_\_

OR

Fixed # of directors \_\_\_\_\_

### Section 5: Restrictions on Share Transfers

Select one (1):

N/A

Restrictions provided in articles document

### Section 6: Restrictions on Business

Select one (1):

- N/A
- Restrictions provided in articles document

### Section 7: Other Provisions

Select one (1):

- N/A
- Provisions provided in articles document

### Section 8: Articles Document

If there is more than one share class, or if there are any restrictions on share transfers, restrictions on business or other provisions, a document containing the full articles of amendment must be enclosed.

The articles of amendment must include:

- The name of the entity.
- Share class information, including the rights, privileges, restrictions and conditions attached to each share class.
- The authorized number of directors.
- Restrictions on share transfers (if there are no restrictions, that must be stated in the articles).
- Restrictions on business (if there are no restrictions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

### Section 9: Effective Date

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

Effective Date:



### Section 10: Signature

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 11: Submitter Information

Name:

Mailing Address:

Email:

Phone Number:

Fax Number: