

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



*The Co-operatives Act, 1996*  
*The New Generation Co-operatives Act*  
**Financial Statement**

**Section 1: Entity Details**

Entity Number:

Entity Name:

**Section 2: Submitter Information**

Name:

Mailing Address:

Email:

Phone Number:

Fax Number:

**Section 3: New Fiscal Year End Date**

Complete this section if the fiscal year end date is changing.

New Fiscal Year End:

**Section 4: Financial Details**

Total Revenue:

Total Expenditures:

Total Assets:

Total Liabilities:

Total retained earnings or members' equity:

## Section 5: Waive Audit

### Waive Audit:

- Yes (complete applicable declaration below and go to Section 7)
- No (go to Section 6)

### For Co-operatives:

- I confirm that none of the following conditions apply:
  - (a) the co-operative does not provide goods or services primarily for its members;
  - (b) the co-operative solicits or has solicited donations or gifts of moneys or property from the public;
  - (c) the co-operative receives or has received any grant of money or property from a government or government agency in any fiscal year of the co-operative that is in excess of 10% of its total income for that fiscal year or any greater amount that may be prescribed;
  - (d) the co-operative is a registered charity within the meaning of *The Income Tax Act (Canada)*; or
  - (e) the co-operative is subject to Part XXI of *The Co-operatives Act, 1996*.

### For New Generation Co-operatives:

- I confirm that none of the following conditions apply:
  - (a) the co-operative receives or has received any grant of money or property from a government or government agency in any financial year of the co-operative that is in excess of 10% of its total income for that financial year, or any greater amount that may be prescribed; or
  - (b) the co-operative is a distributing co-operative.

**Section 6: Auditor Details**

**Select one (1) of the following options:**

- The auditor is a member in good standing of a recognized accounting professional association in Saskatchewan.
- The auditor meets at least one of the following qualifications:
- they have bookkeeping or accounting experience within the last 3 years; or
  - they have obtained a diploma or higher in accounting or related field in the last 3 years.

**I confirm that the auditor:**

- is not a business partner, a director, an officer or an employee of the co-operative or any of its subsidiaries, or a business partner of any director, officer or employee of that co-operative or any of its subsidiaries;
- does not beneficially own or control, directly or indirectly, a material interest in any security of the co-operative or any of its subsidiaries;
- has not been a receiver, receiver-manager, liquidator or trustee in bankruptcy of the co-operative or any of its subsidiaries within two years of his or her proposed appointment as auditor of the co-operative;
- has been approved by the members or board of the co-operative or by the courts; and
- has undertaken to resign immediately if he or she ceases to meet any of the above requirements.

**Name:**

**Firm Name (optional):**

**Mailing Address**

**Address:**

**City / Town:**

**Province:**

**Postal Code:**

**Country**

**Section 7: Financial Statement Attachment**

A financial statement must be enclosed.

**Select one (1) of the following:**

- I confirm that the auditor's report is included with the financial statement and is signed by the auditor specified in Section 6 above.
- I confirm that the audit has been waived and an auditor's report is not required.

**Complete the following declaration:**

- I confirm that the enclosed financial statement is signed by at least one director indicating approval on behalf of the board.

**Section 8: Signature**

- I certify that I am authorized to file these documents with the Registrar of Co-operatives and that the information in this submission is true.

\_\_\_\_\_  
Submitter Signature

\_\_\_\_\_  
Date