

## 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: Liquidator/Receiver-Manager Details

If there is more than one (1) liquidator or receiver-manager, please photocopy this page before proceeding, or attach an additional page.

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.

Appoint  Update  Discharge

Effective Date:

Role:  Liquidator  Receiver-Manager

Name:

Individual – Name: \_\_\_\_\_

Firm – Firm Name: \_\_\_\_\_

**Physical Address**

Check here if mail cannot be delivered to this address

**Mailing Address**

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:

Province:

Country:

Country:

Postal Code:

Postal Code:



*The Co-operatives Act, 1996*  
*The New Generation Co-operatives Act*  
**Liquidator / Receiver-Manager**

Email Address (optional):

**Section 3: Notice(s) of Appointment and/or Notice(s) of Discharge**

Enclose a notice of appointment or a notice of discharge, as appropriate, for each liquidator or receiver-manager.

**Section 4: 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

**Section 5: Submitter Information**

Name:

Mailing Address:

Email:

Phone Number:

Fax Number: