

### 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:

- Online workspace (please provide an email address in the Submitter Information section)       Email: **\$5 additional fee**  
 Fax: **\$5 additional fee**       Mail: **\$10 additional fee**

Priority Service: **\$75 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)



## Search Services/Document Order Form

### Profile Report, Certificate of Status and/or Document Order

**Please note, for entity information:**

- **1999 to present** for immediate search results, please conduct an online search via [corporateregistry.isc.ca](http://corporateregistry.isc.ca).
- **Prior to 1999** can only be searched and ordered via this form.

<b>Section 1: Entity Details</b>
<b>Entity Number:</b>
<b>Entity Name:</b>

<b>Section 2: Order Details</b>
<b>Profile Report:</b>
<input type="checkbox"/> Standard (\$6) <input type="checkbox"/> Electronically Certified (\$11) <input type="checkbox"/> Manually Certified (\$46)
<b>Certificate of Status:</b>
<input type="checkbox"/> Standard (\$15) <input type="checkbox"/> Electronically Certified (\$20) <input type="checkbox"/> Manually Certified (\$55)

<b>Document Orders</b>
<b>Copy of Certificate:</b>
Certificate Type: _____ Issued Date: _____ <input type="checkbox"/> Standard (\$10) <input type="checkbox"/> Electronically Certified (\$15) <input type="checkbox"/> Manually Certified (\$50)
Certificate Type: _____ Issued Date: _____ <input type="checkbox"/> Standard (\$10) <input type="checkbox"/> Electronically Certified (\$15) <input type="checkbox"/> Manually Certified (\$50)
<b>Copy of Submission Documents:</b>
Submission Type: _____ Registered Date: _____ <input type="checkbox"/> Standard (\$10) <input type="checkbox"/> Electronically Certified (\$15) <input type="checkbox"/> Manually Certified (\$50)
Submission Type: _____ Registered Date: _____ <input type="checkbox"/> Standard (\$10) <input type="checkbox"/> Electronically Certified (\$15) <input type="checkbox"/> Manually Certified (\$50)
Submission Type: _____ Registered Date: _____ <input type="checkbox"/> Standard (\$10) <input type="checkbox"/> Electronically Certified (\$15) <input type="checkbox"/> Manually Certified (\$50)

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**Information<sup>™</sup>  
Services  
Corporation**

**Search Services/Document Order Form**  
Profile Report, Certificate of Status and/or Document Order

<b>Section 3: Submitter Information</b>	
<b>Name:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Email:</b>	

**Submission Methods:**

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

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