

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:

- 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: **\$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



Section 1: Entity Details

Entity Number:

Entity Name:

Section 2: New Entity Name Details

Complete this section only if the entity name has changed.

Name Type:

Reserved Name

Name Reservation Number: _____

Reserved Entity Name: _____

Numbered Name

Legal Ending (select one):

Inc. Incorporated Corp. Corporation

Nature of Activity (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: Membership Class Information

Complete this section only if the membership class information has changed.

List the names (e.g., regular, associate, honorary, etc.) and voting rights for each membership class.

If you have more than three (3) membership classes, please attach a separate document listing membership information for each class.

Name(s) of Membership Class(es):	Remove/Update/Add	Voting Rights
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4: Corporation Type

Complete this section only if the corporation type has changed.

Corporation Type:

Membership

I confirm that the corporation:

- Was defined as a charitable corporation only by reason of the fact that it was designated a charitable corporation in its articles in error.
- Carries on activities primarily for the benefit of its members.
- Does not solicit and has not solicited donations or gifts of money or property from the public.
- Does not receive and has not received any grant of money or property from a government or government agency in any fiscal year of the corporation that is in excess of 10 per cent of its total income for that fiscal year.
- Is not a registered charity within the meaning of the *Income Tax Act (Canada)*.

Charitable

Section 5: Authorized Number of Directors

Complete this section only if the authorized number of directors has changed.

A membership corporation requires at least one (1) director.

A charitable corporation requires at least three (3) directors.

Minimum # of directors ____ Maximum # of directors ____

OR

Fixed # of directors ____

Section 6: Right to Transfer Membership Interest

Select one (1):

N/A

Rights provided in articles document

Section 7: Restrictions on Activities

Select one (1):

N/A

Restrictions provided in articles document

Charitable corporation:

Are the restrictions on activities being amended? Yes No (go to Section 8)

Does the corporation solicit money or property from the public?

Yes (per subsection 161(4) of *The Non-Profit Corporations Act, 1995*, a court order must be enclosed with this form)

I confirm that the enclosed court order contains approval of the amendments to the restrictions on activities.

No

Section 8: Other Provisions

Select one (1):

- N/A
- Provisions provided in articles document

Section 9: Dissolution Provisions

Complete the appropriate field for the corporation type.

Membership Corporation:

- As permitted in accordance with Subsection 209(4) of the Act.
- Provisions contained in attached document

Charitable Corporation:

- None

Note: If **None** is chosen and a distribution scheme is not provided for in these Articles or any subsequent amendments, a court order pursuant to Subsection 209(7) of **The Non-Profit Corporations Act, 1995** will be required at the time of dissolution

- Provisions contained in attached document
- One or more of the following options, as indicated:
- A charitable corporation
 - A registered charity within the meaning of **the Income Tax Act (Canada)**
 - A municipality
 - The Government of Canada, a government of any province, or an agency of any of those governments

Section 10: Articles Attachment

A document containing the complete articles of amendment must be enclosed if there is more than one membership class, or if there are any rights to transfer membership interest, restrictions on activities, dissolution provisions or other provisions.

The Articles of Amendment must include:

- The name of the entity.
- The corporation type (membership or charitable).
- Membership class information, including the rights, privileges, restrictions and conditions attached to each membership class.
- The authorized number of directors.
- The right to transfer membership interest (if there is no right, that must be stated in the articles).
- Restrictions on activities (if there are no restrictions, that must be stated in the articles).
- Dissolution provisions (if there are no provisions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

Section 11: 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 12: Signature

I certify that I am authorized by the corporation to file these document(s) with the Director of Corporations and that the information contained herein is true.

Submitter Signature

Date



Section 13: Submitter Information

Name:

Mailing Address:

Email:

Phone Number:

Fax Number: