



**Information
Services
Corporation**

Non-Profit Corporation Annual Return Guide

Corporate Registry



Corporate Registry

September 2016



Disclaimer

Materials in this document are for demonstration purposes only. The characters and events depicted are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the Information Services Corporation (ISC) website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

Green text is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.



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Logging in to Corporate Registry

To start:

1. Go to <https://corporateregistry.isc.ca/>
2. Enter your username and password.

A screenshot of the Corporate Registry login page. The header features the Information Services Corporation logo and the text 'Corporate Registry'. Below the header, there is a 'CORPORATE REGISTRY' section with a brief description of the service. To the right, there is a 'LOGIN' section with input fields for 'username' and 'password', a 'Forgot Your Password?' link, and a 'Login' button. Below the login section, there is a 'NEED AN ACCOUNT?' section with a 'Sign Up' button.

CORPORATE REGISTRY

The Corporate Registry website is a fast and easy way for you to file business information required by the Government of Saskatchewan. The information you submit online is automatically checked to make sure you have provided all the necessary details. You can access all your submission, any documents you have ordered and any certificates that have been issued to you from your customer workspace.

CR News

Credit Card Customers May Need New Username and Password

Customers of the former system that did not have a deposit account and paid by credit card will need to sign up for a new account. Click the Sign Up button to get your new username and password.

LOGIN

username

password

☒ Forgot Your Password?

Login

NEED AN ACCOUNT?

Sign Up

3. Click **Login**. Your **dashboard** will display.

A screenshot of the Corporate Registry dashboard. The top navigation bar includes links for Home, My Activity, File, Search, Messages, Administration, and Log Out. Below the navigation bar, there is a search bar and a welcome message. The main content area is divided into three sections: 'Your Summary' (Overview of your account activity), 'News & Announcements' (View the latest news at ISC), and 'Latest Events (last 10)' (Quick access to the most recent activity on your account). The 'Your Summary' and 'Latest Events' sections show 'No data available in table'. The 'News & Announcements' section contains a notice about the transition to the new system, starting Monday, July 11.

Information Services Corporation Home My Activity File Search Messages Administration Log Out

Buying Entity Information? Search Here... Welcome YOURNAME[username]

Your Summary
Overview of your account activity

No data available in table

News & Announcements
View the latest news at ISC.

Starting Monday, July 11, Corporate Registry will begin processing paper submissions received during the transition (June 30 to July 8). In order to minimize delays for all customers, all submissions received during the transition will be processed.

Work In Progress

Latest Events (last 10)
Quick access to the most recent activity on your account

No data available in table

Access Code

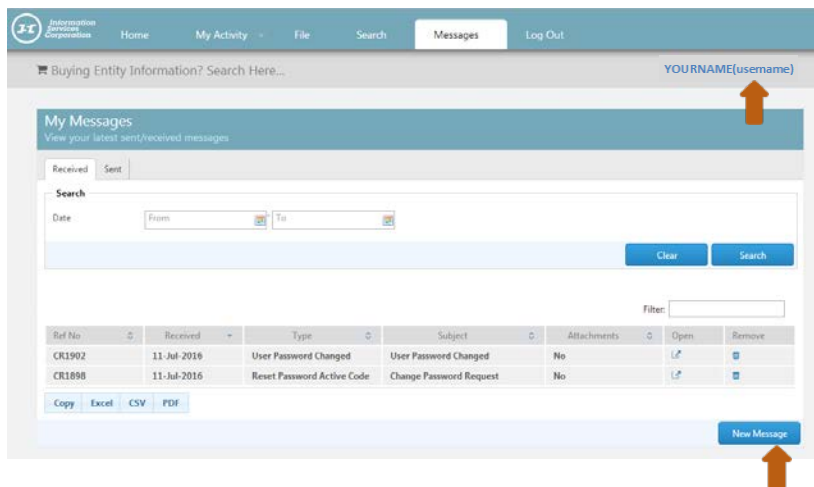
Your annual return notice will contain your access code for your entity. The entity access code contains letters and numbers (e.g. A2BBZZZ345) there is no need to set a new code if you are using this access code.

If you have a filing that you wish to complete and do not have an access code, you may request and set an access code.

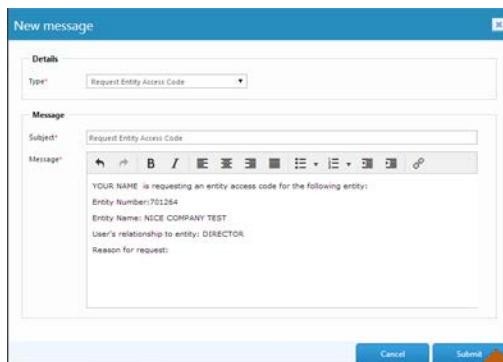
If you are filing your annual return, you do not need a new access code. Use the one provided with your annual return notice. Continue to the next section, [Annual Return Filing](#), for step by step instructions on how to file your annual return.

Setting a new access code

If you wish to set a new access code, select the **Messages** Tab, and then click on **New Message**.

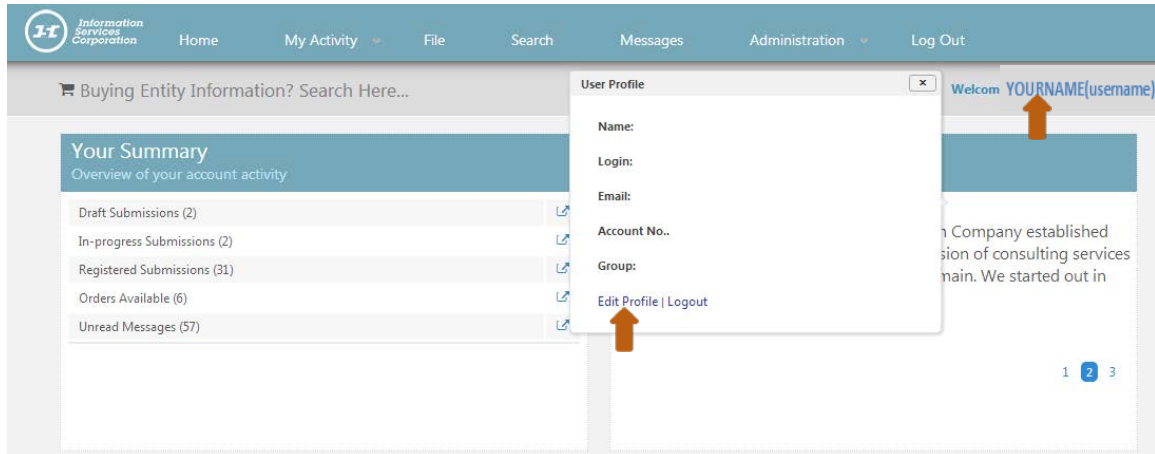


The New Message screen will pop-up. Select the Type drop down and select Request Entity Access Code. The information in the body of the email will automatically appear. Provide your name, entity number, entity name, your relationship to the entity and the reason for your request.

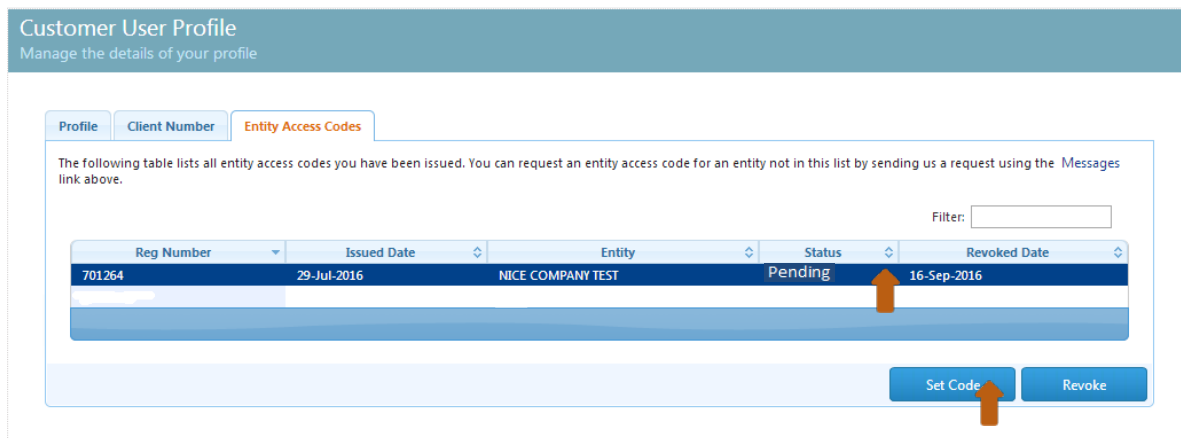


This request will be sent to Corporate Registry for review. If approved, the new access code can be found in the **Customer User Profile**, under the **Entity Access Code Tab**.

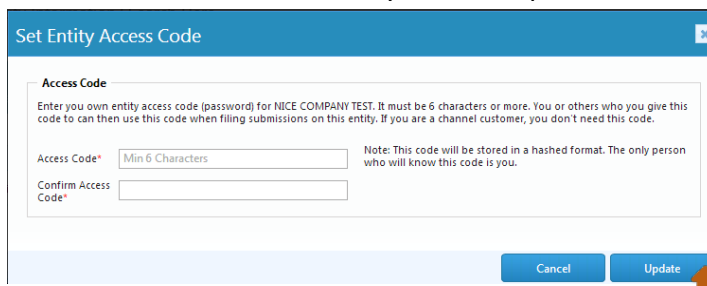
To find the **Customer User Profile** hover over, **Welcome, YOURNAME (username)**



Select the **Entity Access Codes** tab to view your access codes. Click on the row that contains the entity that you wish to set the access code for, then select **Set Code**.



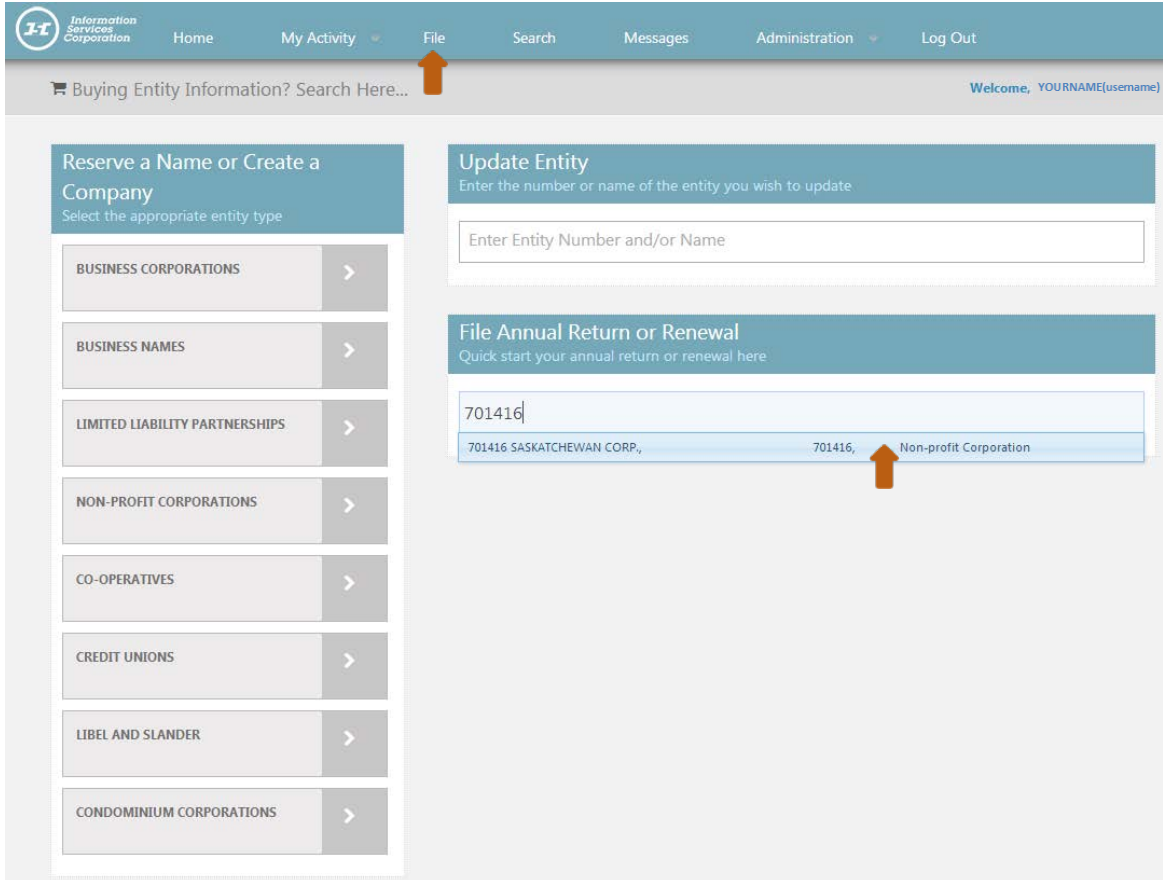
Type in your new **Entity Access Code** in each the fields and click **Update**. Remember the new code must be at least 6 characters and created by you. This process is similar to picking a new PIN number for a debit card, you are responsible for choosing your access code.



The entity access code status will update from pending to issued once this is completed.

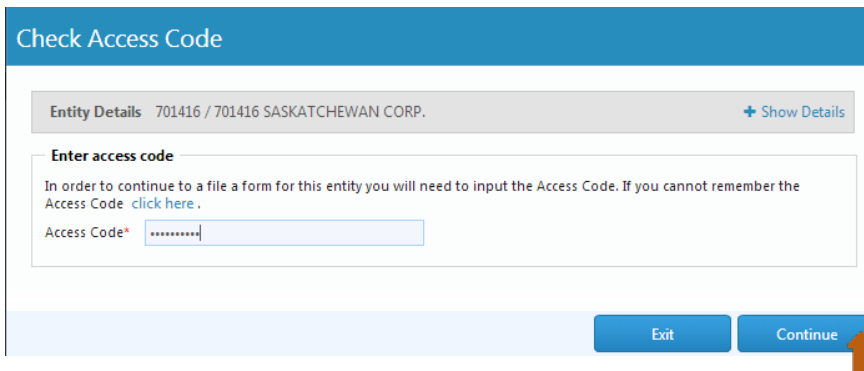
Annual Return Filing

To begin filing your annual return, click on **File**. Then type in your entity name or number in the **File Annual Return or Renewal** field. Click on your corporations' information when it appears.



The screenshot shows the website's navigation bar with the 'File' menu highlighted by an orange arrow. Below the navigation bar, there is a search bar and a 'Welcome, YOURNAME[username]' message. On the left, there is a section titled 'Reserve a Name or Create a Company' with a list of entity types: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, CREDIT UNIONS, LIBEL AND SLANDER, and CONDOMINIUM CORPORATIONS. On the right, there is a section titled 'Update Entity' with a text input field for 'Enter Entity Number and/or Name'. Below this, there is a section titled 'File Annual Return or Renewal' with a text input field containing '701416'. A dropdown menu is open below the input field, showing '701416 SASKATCHEWAN CORP.' and '701416, Non-profit Corporation'. An orange arrow points to the '701416, Non-profit Corporation' option.

A pop-up window will display. Enter your entity access code, click **Continue**.



The screenshot shows a 'Check Access Code' pop-up window. It has a header 'Check Access Code' and a section titled 'Entity Details' showing '701416 / 701416 SASKATCHEWAN CORP.' with a '+ Show Details' link. Below this, there is a section titled 'Enter access code' with a text input field for 'Access Code*'. The input field contains a series of asterisks. At the bottom right, there are two buttons: 'Exit' and 'Continue'. An orange arrow points to the 'Continue' button.

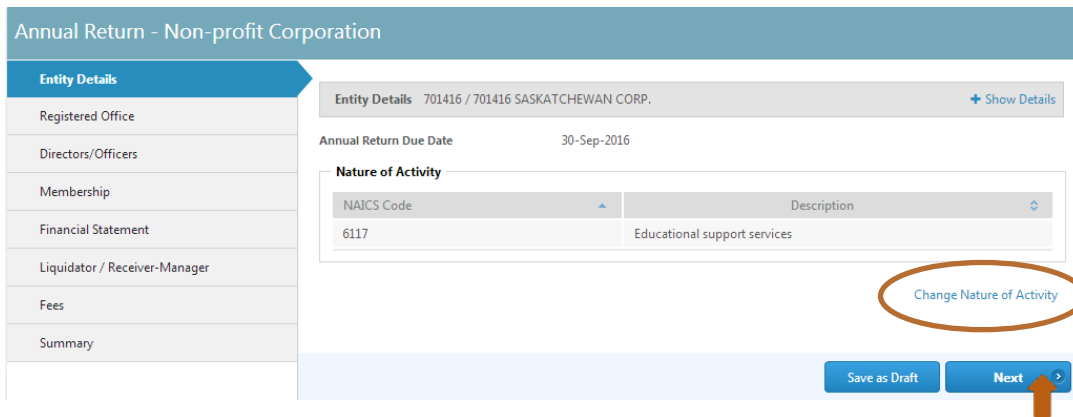
If you have not set your access code please select **Click Here** and follow the same process outlined in the [Entity Access Code](#) section of this document.

Once you have entered the entity access code, you will be brought to the annual return (financial statement) filing.

Each page in the filing provides you with the option to make changes to the existing information. In this example, we will change the director information. Please note: every time you select to complete a change, you will be prompted to enter in your entity access code.

Entity Details

Please review the information for accuracy and if it is correct, click next. If it is not, click change of Nature of Activity to amend the nature of activity.



Annual Return - Non-profit Corporation

Entity Details

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Annual Return Due Date 30-Sep-2016

Nature of Activity

NAICS Code	Description
6117	Educational support services

[Change Nature of Activity](#)

[Save as Draft](#) [Next](#)

Registered Office

*Note: A green circle with a checkmark in the annual return left side bar illustrates that you have successfully completed a section. In this step, review the Registered office information, if you require a change, click on the **Change Address** link. You may also change the Attention to and Email address information by clicking on the pencil icon beside the information. If you

require no changes, click **Next**.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office**
- Directors/Officers
- Membership
- Financial Statement
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Registered Office

Physical Address: 1301 TEST AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Attention to: JANE DOE [✎](#)

Mailing Address: 1301 TEST AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Name: 701416 SASKATCHEWAN CORP.

Attention to: JANE DOE [✎](#)

Email Address: [✎](#)

[Change Address](#)

[Back](#) [Save as Draft](#) [Next](#)

Directors/Officers Information

In this example, we have a fixed number of directors (3). We are going to remove one director, add one director and edit a directors information. Click on the **Change Directors/Officers** link, to start the amendments.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers**
- Membership
- Financial Statement
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Directors/Officers Information

Name: JANE K DOE [- Hide Details](#)

Role: Director

Physical Address: 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address: 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian: Yes

Name: JOHN G DEER [- Hide Details](#)

Role: Director

Physical Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address: 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian: Yes

Name: JACK C FAWN [- Hide Details](#)

Role: Director

Physical Address: 234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

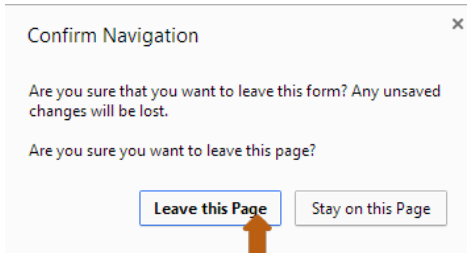
Mailing Address: 234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian: Yes

[Change Directors / Officers](#)

[Back](#) [Save as Draft](#) [Next](#)

If you are using Google Chrome, a pop up will appear asking if you are sure you want to leave this page. Click **leave this page**.



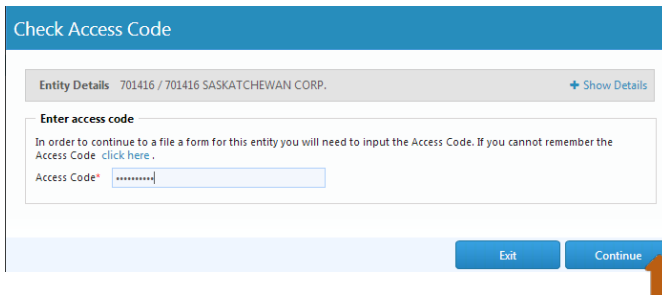
Confirm Navigation

Are you sure that you want to leave this form? Any unsaved changes will be lost.

Are you sure you want to leave this page?

Leave this Page Stay on this Page

Next, you will be required once again to enter your entity access code. Enter the access code and click **Continue**.



Check Access Code

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

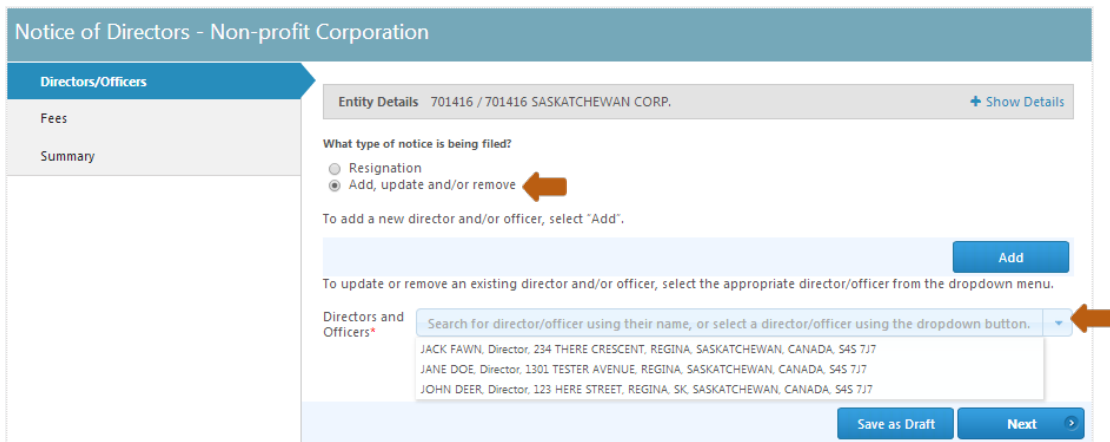
Enter access code

In order to continue to a file a form for this entity you will need to input the Access Code. If you cannot remember the Access Code [click here](#).

Access Code*

Exit Continue

As mentioned above, we are going to first remove a director. Select the radio button, **Add, update and/or remove**. The Directors and Officers dropdown will display, and then click on the dropdown and select the director that is being removed.



Notice of Directors - Non-profit Corporation

Directors/Officers

Fees

Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

What type of notice is being filed?

☐ Resignation

☒ **Add, update and/or remove**

To add a new director and/or officer, select "Add".

Add

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.

Directors and Officers* **Search for director/officer using their name, or select a director/officer using the dropdown button.**

JACK FAWN, Director, 234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

JANE DOE, Director, 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

JOHN DEER, Director, 123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7

Save as Draft Next

In this example, we are going to remove Jack Fawn. Click on his name, then click **Remove**.

Notice of Directors - Non-profit Corporation

Directors/Officers

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

What type of notice is being filed?

☐ Resignation

☒ Add, update and/or remove

To add a new director and/or officer, select "Add".

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.

Directors and Officers*

A pop up will display and in this case we are sure that we want to remove Jack Fawn, so we click **Remove**.

Remove Confirmation ✕

Are you sure you want to remove this director?

Important step!!

Remember when we mentioned that there was a fixed number of directors? This screen below is the system telling you that you are about to conflict with the number of directors stated in your articles (you have fixed articles of 3 directors and are removing 1 director). The system is giving you the option to either select **continue**, to complete a change of articles OR to select **cancel** to continue with the director changes without changing your articles.

In this example, we are going to select **cancel**, because we are adding one director back in. Making us, once again, in compliance with the articles.

The changes you are making conflict with existing entity information ✕

You must have 3 director(s). The changes you are making do not comply with the authorized number of directors in the articles. You must amend the articles in order to submit these changes. If you wish to amend your Articles click Continue. Otherwise, click Cancel and update the information on this form to resolve the conflict.

We are now going to add a director back in. Begin by clicking **Add**. (Tip – you can back date the effective date.

Directors/Officers

Fees

Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

What type of notice is being filed?

☐ Resignation
☒ Add, update and/or remove

Add

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.

Directors and Officers* JANE DOE, Director, 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Remove **Update**

Removed/Resigned Directors/Officers

Name: JACK C FAWN [Undo Remove](#) [Hide Details](#)

Role	Director
Physical Address	234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Mailing Address	234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Resident Canadian	Yes
Effective Date*	<input type="text"/>

Save as Draft **Next**

Enter in the new directors' name and address information. Please do not forget to select an effective date (the date the new director became a director) and if the director is a resident Canadian. Select **Add**.

Add director/officer

Details

First Name*
Middle Name

Last Name*

Email

Physical Address

The physical address cannot be a post office box.

Search Address

Address (1)*

Address (2)

Address (3)

City*
Country*

Province/State*
Postal Code /Zip Code

☐ Check this box if mail cannot be delivered to this address

Mailing Address

Search Address

Address (1)*

Address (2)

Address (3)

City*
Country*

Province/State*
Postal Code /Zip Code*

Roles *

Director ☒
Resident Canadian ☒ Yes ☐ No

Officer ☐

Effective Date*

Finally, we will update one director's information. Select the director from the drop-down list and click on **Update**.

Directors/Officers
Fees
Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

What type of notice is being filed?

☐ Resignation
☒ Add, update and/or remove

Add

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.

Directors and Officers*

JANE DOE, Director, 1301 TESTER AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Remove

Update

Added Directors/Officers

Name: GERRY C DOE		Remove	Edit	Hide Details
Role	Director			
Physical Address	1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7			
Mailing Address	1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7			
Resident Canadian	Yes	Effective Date	19-Sep-2016	

Removed/Resigned Directors/Officers

Name: JACK C FAWN		Undo Remove	Hide Details
Role	Director		
Physical Address	234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7		
Mailing Address	234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7		
Resident Canadian	Yes		
Effective Date*	<input type="text"/>		

Save as Draft

Next

Here, we are updating Jane Doe's physical and mailing address. We can enter in the new physical address, and then select the **Same as Physical** button. Once complete, click **Update**.

Update Director/Officer ✕

Details

Legal Name Change* ☐ Yes ☒ No

First Name* Middle Name

Last Name*

Email

Physical Address

The physical address cannot be a post office box.

Search Address CANADA ▼

Address (1)*

Address (2)

Address (3)

City* Country* ▼

Province/State* ▼ Postal Code /Zip Code*

☐ Check this box if mail cannot be delivered to this address

Mailing Address

Same as Physical

Search Address CANADA ▼

Address (1)*

Address (2)

Address (3)

City* Country* ▼

Province/State* ▼ Postal Code /Zip Code*

Roles *

Director ☒ Resident Canadian ☒ Yes ☐ No

Officer ☐

Effective Date*

Cancel
Update

You will be provided with an overview of the director information that you added, updated and removed in this transaction. Note here, that Jack Fawn does not have an effective date because we forgot to select it during the editing process, we can add it on this on this page. Once you are sure the information is accurate, click **Next**.

Notice of Directors - Non-profit Corporation

Directors/Officers

Fees

Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

What type of notice is being filed?
☐ Resignation
☒ Add, update and/or remove

Add

To update or remove an existing director and/or officer, select the appropriate director/officer from the dropdown menu.
 Directors and Officers* Search for director/officer using their name, or select a director/officer using the dropdown button.

Added Directors/Officers

Name: GERRY C DOE [Remove](#) [Edit](#) [Hide Details](#)

Role Director
 Physical Address 1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Mailing Address 1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Resident Canadian Yes Effective Date 19-Sep-2016

Updated Directors/Officers

Name: JANE K DOE [Undo Update](#) [Edit](#) [Hide Details](#)

Role Director
 Physical Address 1301 HUNTINGTON AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Mailing Address 1301 HUNTINGTON AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Resident Canadian Yes Effective Date 19-Sep-2016

Removed/Resigned Directors/Officers

Name: JACK C FAWN [Undo Remove](#) [Hide Details](#)

Role Director
 Physical Address 234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Mailing Address 234 THERE CRESCENT, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
 Resident Canadian Yes
 Effective Date*

Save as Draft

Next

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Version 1

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The Fees page will provide an overview of fees incurred for the annual return. Click **Next**.

Notice of Directors - Non-profit Corporation

✔ Directors/Officers

Fees

Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Fees

Description	Quantity	Total Cost
Notice of change of directors	1	\$ 0

Total : \$ 0

☐ Click here if you wish to request a rush on this submission

Reference

Back

Save as Draft

Next

The summary page provides a full overview of your transaction, please review for accuracy.

If you are unsure of the content of your transaction you may opt to save your transaction as a draft. Draft transactions may be reopened from the **My Activity** tab, under **Submissions**, and in the **Drafts** tab.

If you are sure that your transaction is correct, please read and agree to the disclaimer, then select the **Submit** button.

Notice of Directors - Non-profit Corporation

✔ Directors/Officers

✔ Fees

Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. + Show Details

✓ Directors/Officers

Name	Role	Change Type	Effective Date
GERRY C DOE	Director	Add	19-Sep-2016
JANE K DOE	Director	Update	19-Sep-2016
JACK C FAWN	Director	Remove	19-Sep-2016

Added Directors/Officers Details

Name GERRY C DOE — Hide Details

Role Director

Physical Address 1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address 1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian Yes

Updated Directors/Officers Details

Name JANE K DOE — Hide Details

Role Director

Physical Address 1301 HUNTINGTON AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address 1301 HUNTINGTON AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian Yes

Submitter Details DEREK PIFE — Hide Details

Name DEREK PIFE

Address 5410 BALLANTINE CRT, REGINA, SASKATCHEWAN, CANADA, S4X 4K4

Email derek.pife@isc.ca

✓ Fees

Notice of change of directors	1	\$ 0
-------------------------------	---	------

I Declaration

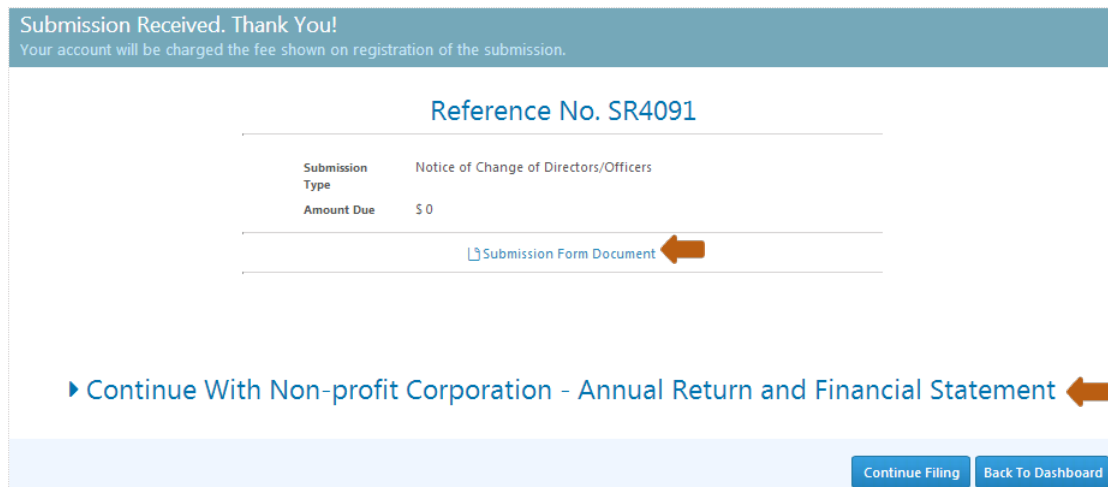
☐ I certify that I am authorized to file these documents with the Director of Corporations and that the information in this submission is true.

< Back
Save as Draft
Submit

Congratulations! You have completed your director changes.

Click on **Continue With Non-profit Corporation – Annual Return and Financial Statement** to complete your filing.

You may click on the submission form document link to generate a PDF file of the submission you just completed. To access your Submission Form Document at any other time, select the **My Activity** tab, **Submissions**, and the **Registered** tab.



Submission Received. Thank You!
Your account will be charged the fee shown on registration of the submission.

Reference No. SR4091

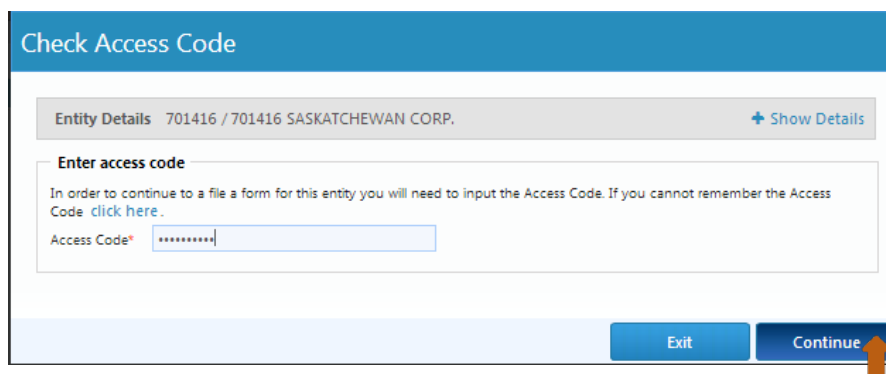
Submission Type	Notice of Change of Directors/Officers
Amount Due	\$ 0

[Submission Form Document](#)

[Continue With Non-profit Corporation - Annual Return and Financial Statement](#)

[Continue Filing](#) [Back To Dashboard](#)

You will be asked once again to enter your entity access code in order to continue with your annual return/financial statement filing.



Check Access Code

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Enter access code

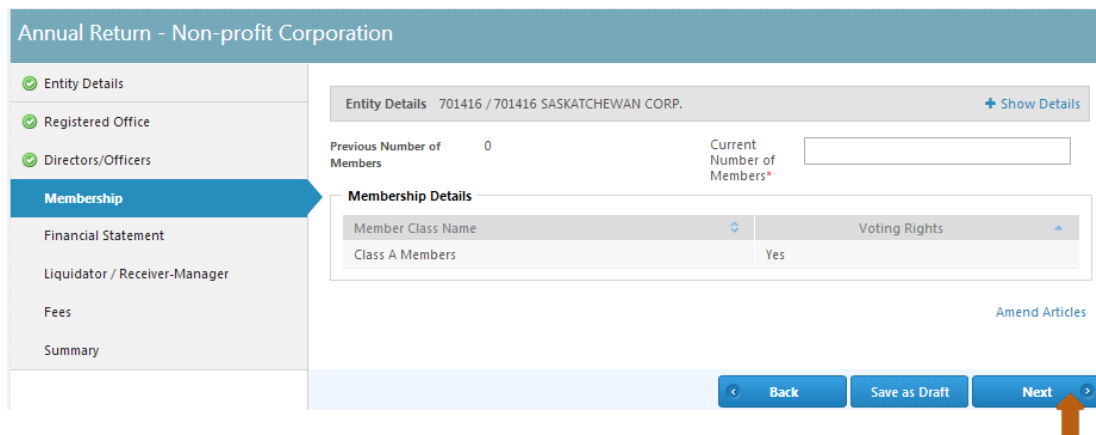
In order to continue to a file a form for this entity you will need to input the Access Code. If you cannot remember the Access Code [click here](#).

Access Code*

[Exit](#) [Continue](#)

Membership

Please review your membership information. If everything is correct, click **Next**. If you require edits you may click the **Amend Articles** link.



Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership**
- Financial Statement
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Previous Number of Members 0 Current Number of Members*

Membership Details

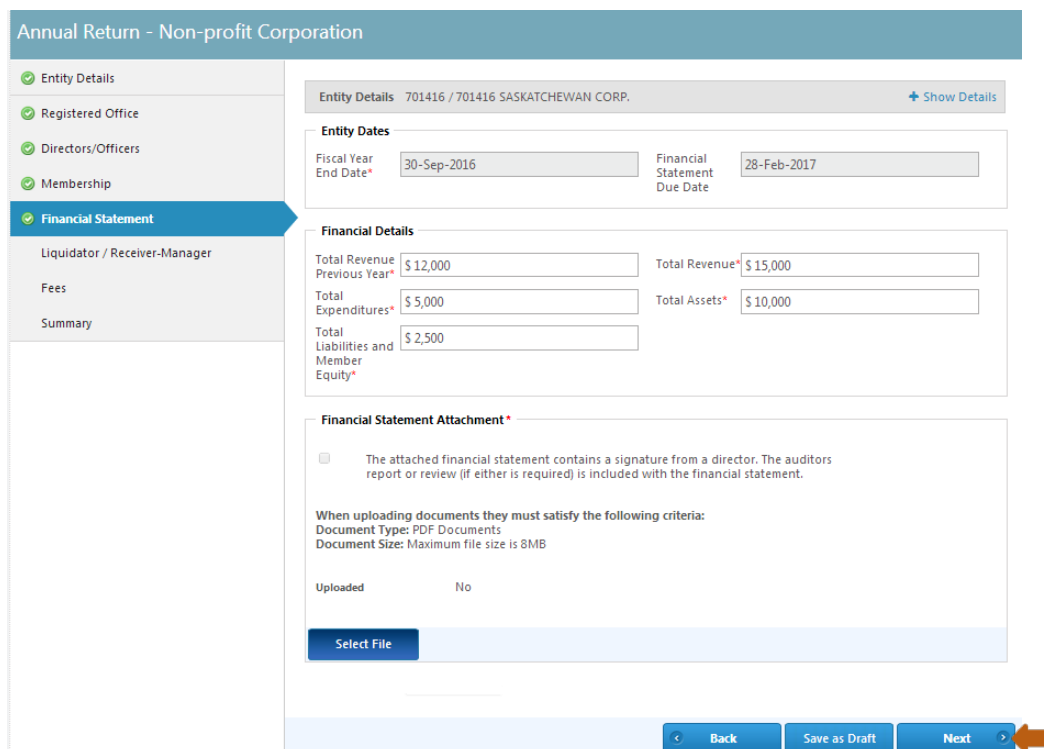
Member Class Name	Voting Rights
Class A Members	Yes

[Amend Articles](#)

[< Back](#) [Save as Draft](#) [Next >](#)

Financial Statement

You will be required to complete the fields contained on the page and attach a financial statement. Please see the sample [financial statement](#) if you are not sure what is required.



Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership
- Financial Statement**
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Entity Dates

Fiscal Year End Date* 30-Sep-2016 Financial Statement Due Date 28-Feb-2017

Financial Details

Total Revenue Previous Year* \$12,000 Total Revenue* \$15,000

Total Expenditures* \$5,000 Total Assets* \$10,000

Total Liabilities and Member Equity* \$2,500

Financial Statement Attachment *

☐ The attached financial statement contains a signature from a director. The auditors report or review (if either is required) is included with the financial statement.

When uploading documents they must satisfy the following criteria:
Document Type: PDF Documents
Document Size: Maximum file size is 8MB

Uploaded No

[Select File](#)

[< Back](#) [Save as Draft](#) [Next >](#)

Liquidator / Receiver-Manager

If you wish to change the liquidator / receiver-manager details, please click on the **Change Liquidator / Receiver-Manager** link. If you have no changes, click **Next**.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership
- Financial Statement
- Liquidator / Receiver-Manager**
- Fees
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Liquidator / Receiver-Manager Details

[Change Liquidator / Receiver-Manager](#)

[Back](#) [Save as Draft](#) [Next](#)

Fees

The fees page will provide only an overview of the annual return/financial statement filing fees. Any fees associated with changes made in the process of completing the annual return are paid at the time those changes are made.

Annual Return - Non-profit Corporation

- Entity Details
- Registered Office
- Directors/Officers
- Membership
- Financial Statement
- Liquidator / Receiver-Manager
- Fees**
- Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [+ Show Details](#)

Fees

Description	Quantity	Total Cost
Annual return - Not-For-Profit entity	1	\$ 10

Total : \$ 10

☐ Click here if you wish to request a rush on this submission

Reference

[Back](#) [Save as Draft](#) [Next](#)

Summary

The summary page provides an overview of the changes made during the annual return process, please review for accuracy. If you discover an omission or error, you can click on the tabs on the left hand side to navigate to the page to make the correction.

If you are unsure of the content of your transaction you may opt to save your transaction as a draft. Draft transactions may be reopened from the **My Activity** tab, under **Submissions**, and in the **Drafts** tab.

If you are sure that your transaction is correct, please read and agree to the disclaimer, then select the **Submit** button.

Annual Return - Non-profit Corporation

Entity Details
Registered Office
Directors/Officers
Membership
Financial Statement
Liquidator / Receiver-Manager
Fees
Summary

Entity Details 701416 / 701416 SASKATCHEWAN CORP. [Show Details](#)

Directors/Officers

Name	Role	Office Held	Resident Canadian	Address
JANE K DOE	Director		Yes	1301 HUNTINGTON AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
JOHN G DEER	Director		Yes	123 HERE STREET, REGINA, SK, SASKATCHEWAN, CANADA, S4S 7J7
GERRY C DOE	Director		Yes	1234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Entity Dates

Fiscal Year End Date	30-Sep-2016	Financial Statement Due Date	28-Feb-2017
Annual Return Due Date	28-Feb-2017		

Financial Details

Total Revenue Previous Year	\$ 12,000	Total Revenue	\$ 15,000
		Total Expenditures	\$ 5,000
Total Assets	\$ 10,000	Total Liabilities and Member Equity	\$ 2,500

Attachments

Financial Statement Attachment	Yes
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Submitter Details [Hide Details](#)

Name
Address
Email

Fees

Annual return - Not-For-Profit entity	1	\$ 10
---------------------------------------	---	-------

Declaration

☐ I certify that I am authorized to file these documents with the Director of Corporations and that the information in this submission is true.

[Back](#)
[Save as Draft](#)
[Submit](#)

Payment

You may choose to pay by account or credit card.

If you select the credit card radio button, your payment screen will expand to include your payment information and give you the option to top up (add funds) to your account.

Submission Payment

Amount Due: \$ 10

Pay With: ☒ Account ☐ Credit Card

Account Name: DEREK FIFE

Account No.: 100614136

A/C Balance: \$ 935

Credit Limit: \$ 0

[Make Payment](#)

OR

Pay With: ☐ Account ☒ Credit Card

Name on Card:

Card Type:


Card Number:

Expiry Date:

Security Code:

If you wish to top up your account over and above the current amount due, please add the additional amount below

Top Up:

 [Make Payment](#)

Transaction Completed

Once your payment has been processed you will be presented with a screen illustrating your submission and the fees incurred.

The **Submission Form Document** link will generate a PDF with the details of the changes included in your annual return.

You may choose to start another filing by clicking on **Continue Filing** or click on **Back To Dashboard** to return to your home page.

Payment Received. Thank you!
Please review details of this transaction below.

Reference No. SR4092

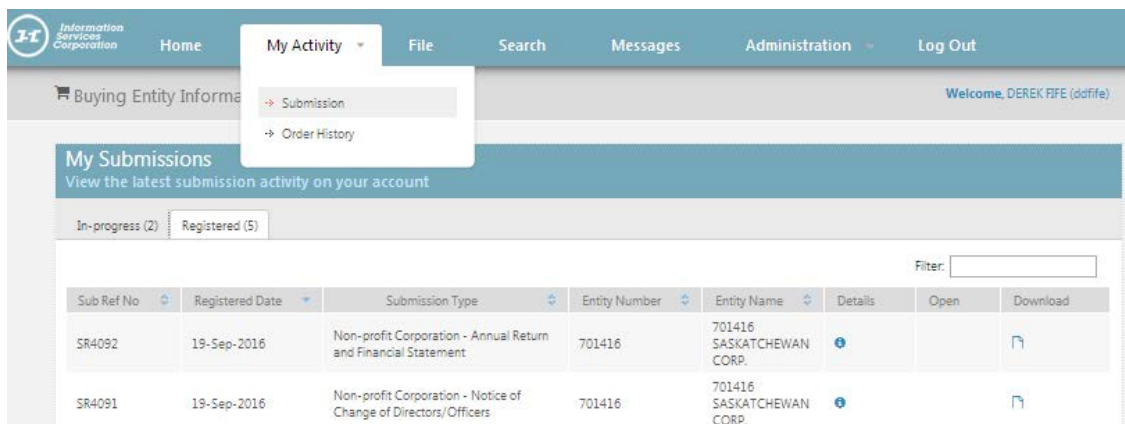
Submission Type	Non-profit Corporation - Annual Return and Financial Statement
Payment Type	Account
Amount Due	\$ 10

[Submission Form Document](#)

[Continue Filing](#)
[Back To Dashboard](#)

Finding Completed Submissions

To access your Submission Form Document at any other time, select the **My Activity** tab, **Submissions**, and the **Registered** tab.



Information Services Corporation Home My Activity File Search Messages Administration Log Out

Buying Entity Information Welcome, DEREK FIFE (ddfife)

My Submissions
View the latest submission activity on your account

In-progress (2) Registered (5)

Filter:

Sub Ref No	Registered Date	Submission Type	Entity Number	Entity Name	Details	Open	Download
SR4092	19-Sep-2016	Non-profit Corporation - Annual Return and Financial Statement	701416	701416 SASKATCHEWAN CORP.			
SR4091	19-Sep-2016	Non-profit Corporation - Notice of Change of Directors/Officers	701416	701416 SASKATCHEWAN CORP.			