



**Information
Services
Corporation**

Business 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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.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.



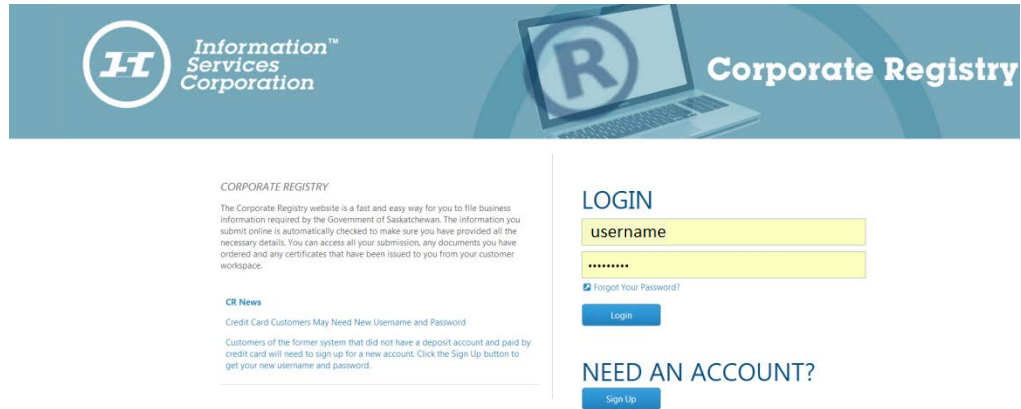
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Logging in to Corporate Registry

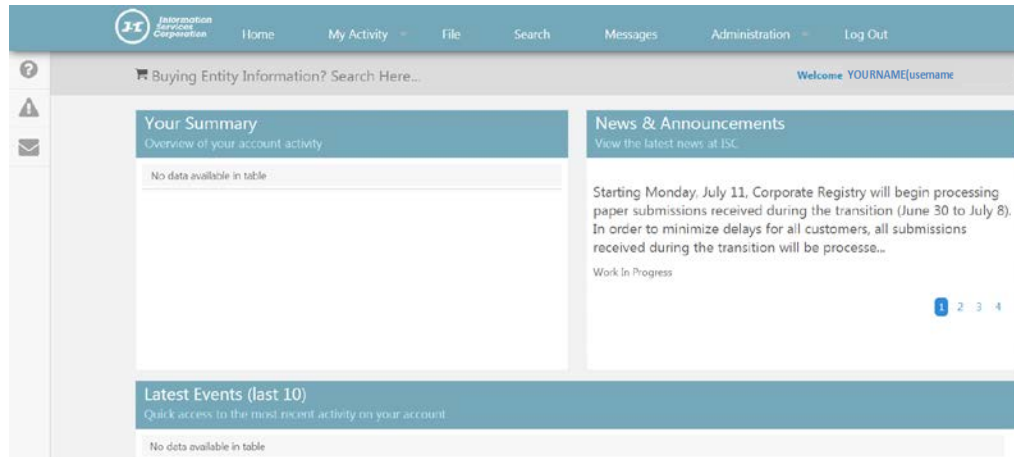
To start:

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



The screenshot shows the login page for the Corporate Registry. At the top, there is a banner with the Information Services Corporation logo and the text "Corporate Registry". Below the banner, there is a "CORPORATE REGISTRY" section with a brief description of the website's purpose. To the right, there is a "LOGIN" section with two 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.

3. Your **dashboard** will display.



The screenshot shows the dashboard of the Corporate Registry. At the top, there is a navigation bar with the Information Services Corporation logo and links for "Home", "My Activity", "File", "Search", "Messages", "Administration", and "Log Out". Below the navigation bar, there is a search bar with the text "Buying Entity Information? Search Here...". The dashboard is divided into several sections: "Your Summary" (Overview of your account activity) with a table showing "No data available in table"; "News & Announcements" (View the latest news at ISC) with a news item about paper submissions starting on Monday, July 11; and "Latest Events (last 10)" (Quick access to the most recent activity on your account) with a table showing "No data available in table".

Access Code

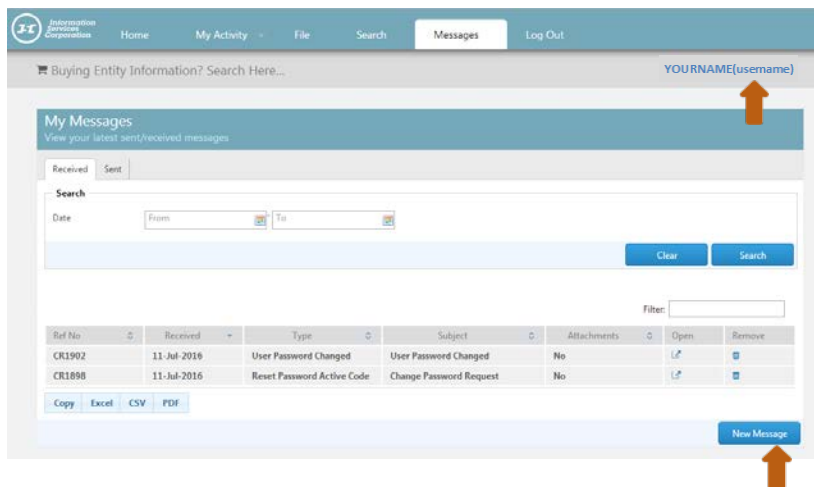
Your annual return notice will contain your access code for your entity. The entity access code contains letters and numbers (e.g. A2BBZZZ345) there is no need to set a new code if you are using this access code.

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.

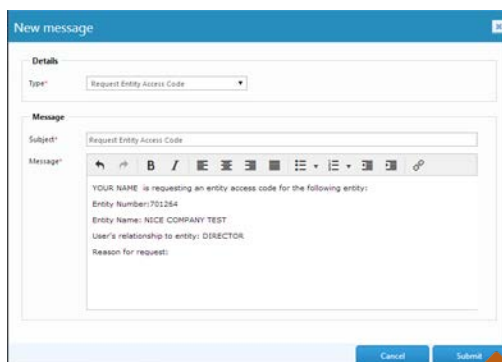
If you are filing your annual return, you do not need a new access code. Use the one provided with your annual return notice. Continue to the next section, **Annual Return Filing**, for step by step instructions on how to file your annual return.

Setting a new access code

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



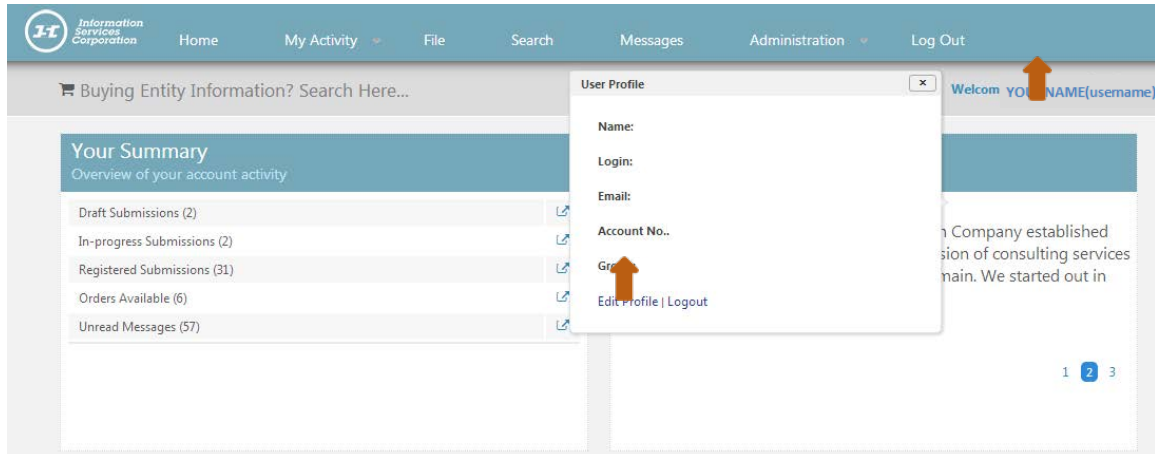
The New Message screen will pop-up. Select the Type drop down and select Request Entity Access Code. The information in the body of the email will automatically appear. Provide your name, entity number, entity name, your relationship to the entity and the reason for your request.



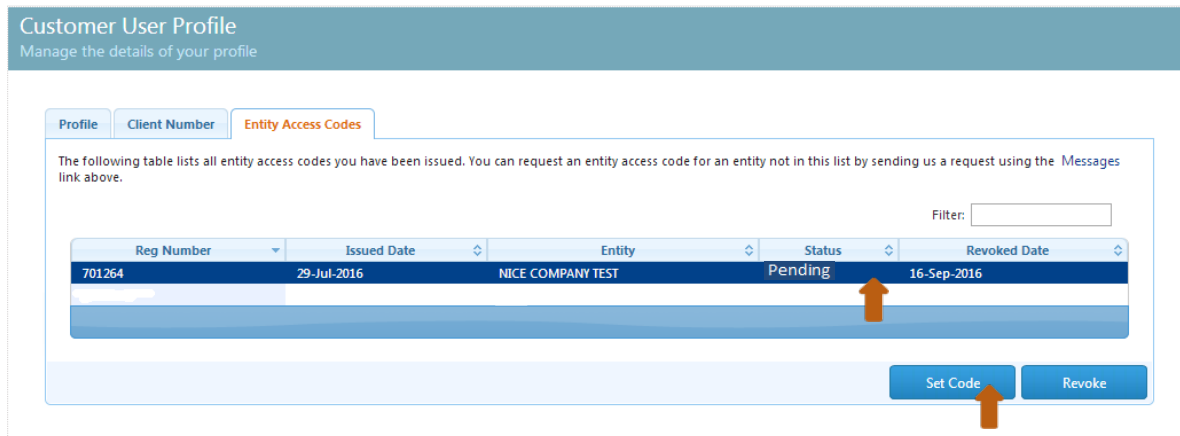


This request will be sent to Corporate Registry for review. If approved, the new access code can be found in the **Customer User Profile**, under the **Entity Access Code Tab**.

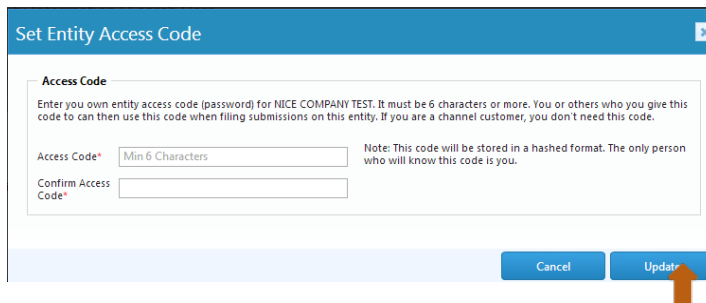
To find the **Customer User Profile** hover over, **Welcome, YOURNAME (username)**



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**.



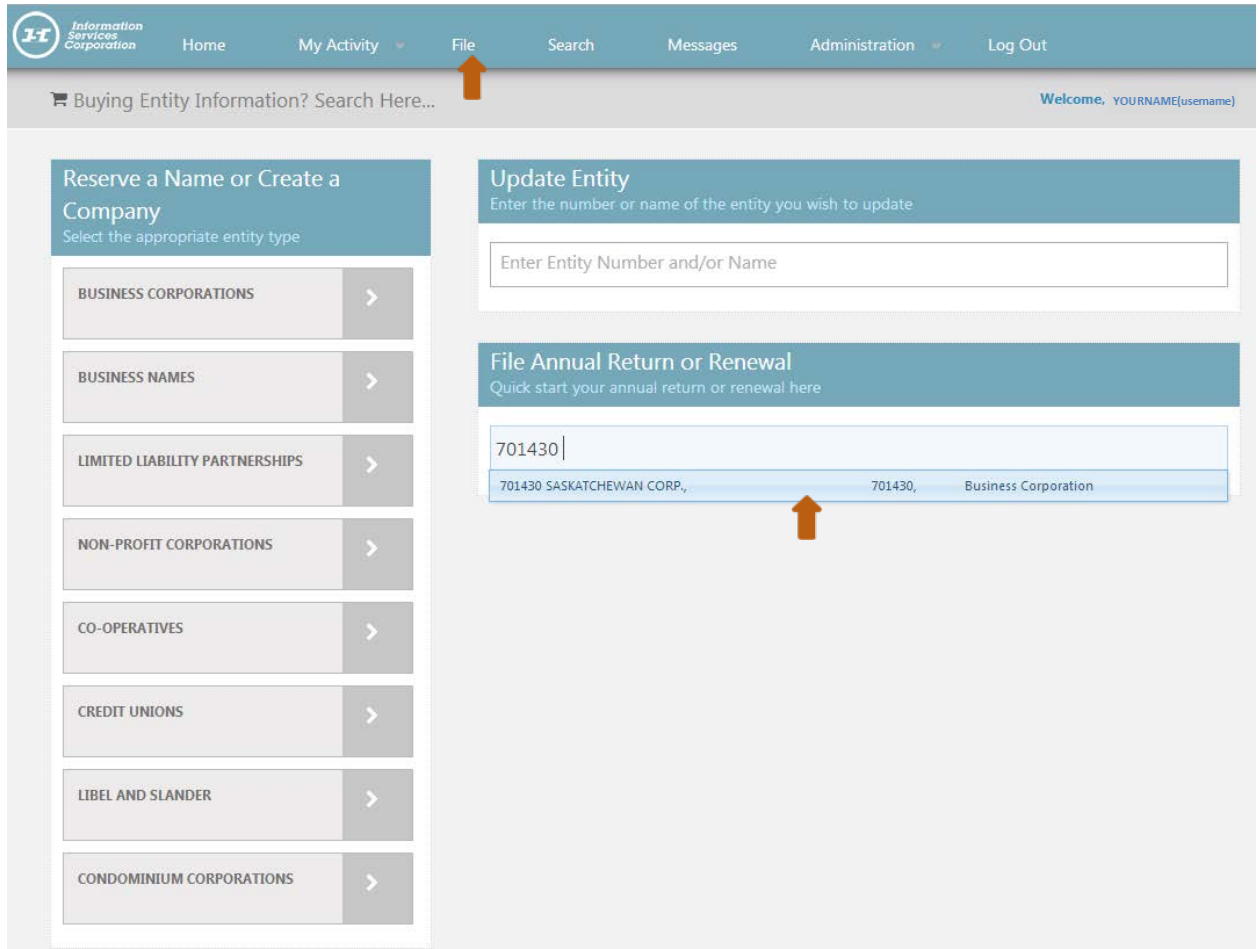
Type in your new **Entity Access Code** in each the fields and click Update. Remember the new code must be at least 6 characters and created by you. This process is similar to picking a new PIN number for a debit card, you are responsible for choosing your access code.



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

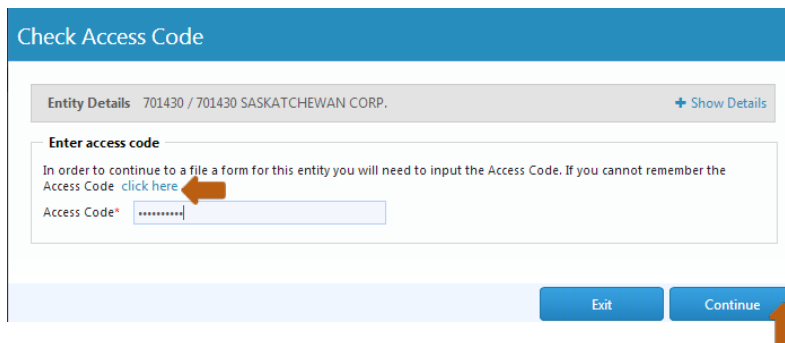
Annual Return Filing

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 'File' highlighted by an orange arrow. Below the navigation bar, there is a search bar and a 'Welcome, YOURNAME(username)' message. The main content area is divided into two columns. The left column is titled 'Reserve a Name or Create a Company' and lists various entity types with right-pointing arrows: BUSINESS CORPORATIONS, BUSINESS NAMES, LIMITED LIABILITY PARTNERSHIPS, NON-PROFIT CORPORATIONS, CO-OPERATIVES, CREDIT UNIONS, LIBEL AND SLANDER, and CONDOMINIUM CORPORATIONS. The right column has two sections: 'Update Entity' with a text input field for 'Enter Entity Number and/or Name', and 'File Annual Return or Renewal' with a text input field containing '701430'. Below the input field, a dropdown menu is open, showing '701430 SASKATCHEWAN CORP., 701430, Business Corporation' with an orange arrow pointing to it.

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



The screenshot shows a 'Check Access Code' pop-up window. At the top, it says 'Entity Details 701430 / 701430 SASKATCHEWAN CORP.' with a '+ Show Details' link. Below this is a section titled 'Enter access code' with a sub-header '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](#)'. An orange arrow points to the 'click here' link. Below the text is a text input field for 'Access Code*' with a masked password '*****'. At the bottom of the window are two buttons: 'Exit' and 'Continue', with an orange arrow pointing to the 'Continue' button.

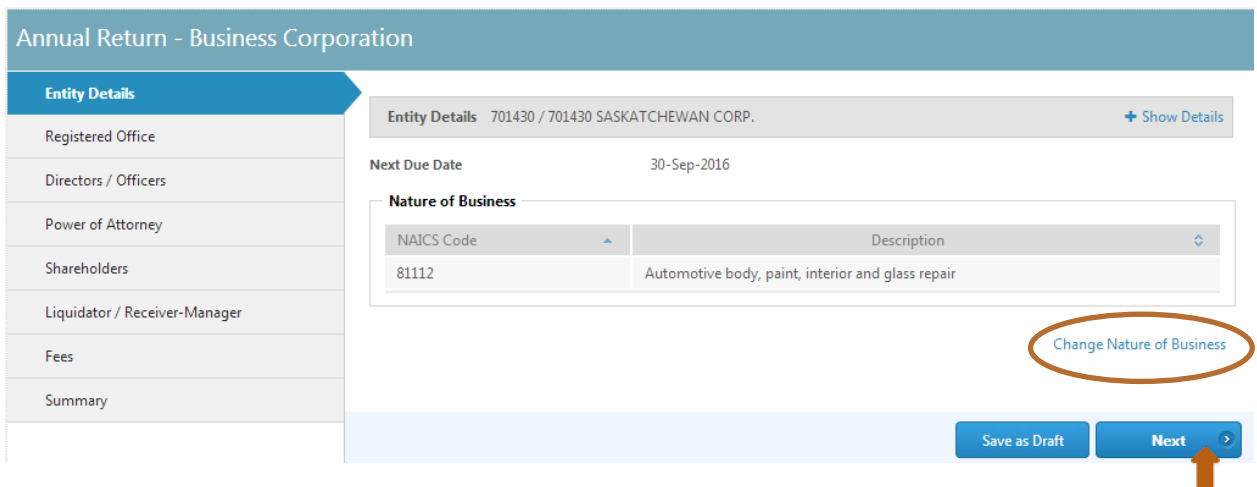
If you have not set your access code please select **Click Here** and follow the same process outlined in the **Entity Access Code** section of this document.

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 correct, click **Change of Nature of Business** to complete the required changes.



Annual Return - Business Corporation

Entity Details

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Next Due Date 30-Sep-2016

Nature of Business

NAICS Code	Description
81112	Automotive body, paint, interior and glass repair

[Change Nature of Business](#)

[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 Registered Office** 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 - Business Corporation

Entity Details	Entity Details 701430 / 701430 SASKATCHEWAN CORP. + Show Details
Registered Office	Registered Office Physical Address: 234 THERE AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7 Attention to: ✎ Mailing Address: 701430 SASKATCHEWAN CORP., 234 THERE AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7 Mailing Name: 701430 SASKATCHEWAN CORP. Attention to: ✎ Email Address: ✎ Change Registered Office
Directors / Officers	
Power of Attorney	
Shareholders	
Liquidator / Receiver-Manager	
Fees	
Summary	

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

Directors/Officers Information

In this example, we have a fixed number of directors (2). We are going to remove one director, add one director. Click on the **Change Directors/Officers** link, to start the amendments.

Annual Return - Business Corporation

- Entity Details
- Registered Office
- Directors / Officers**
- Power of Attorney
- Shareholders
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Directors / Officers Information

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

Role	Director
Physical Address	123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Mailing Address	123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Resident Canadian	Yes

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

Role	Director & Officer	Office Held	Chief executive officer
Physical Address	234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7		
Mailing Address	234 THERE STREET, 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**.

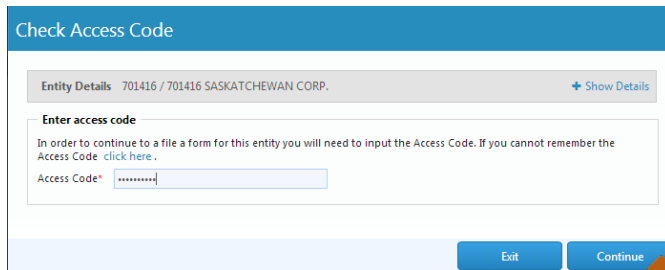
Confirm Navigation ×

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

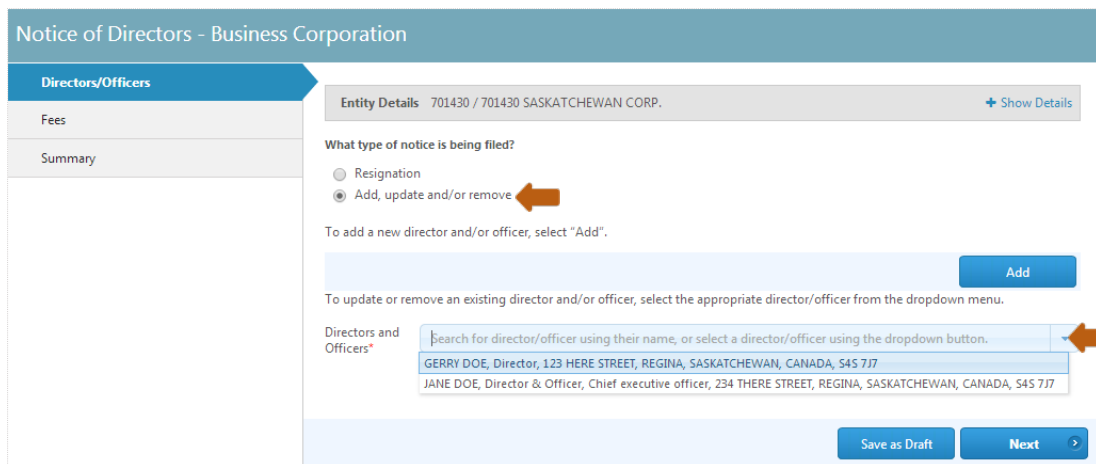
Are you sure you want to leave this page?

[Leave this Page](#) [Stay on this Page](#)

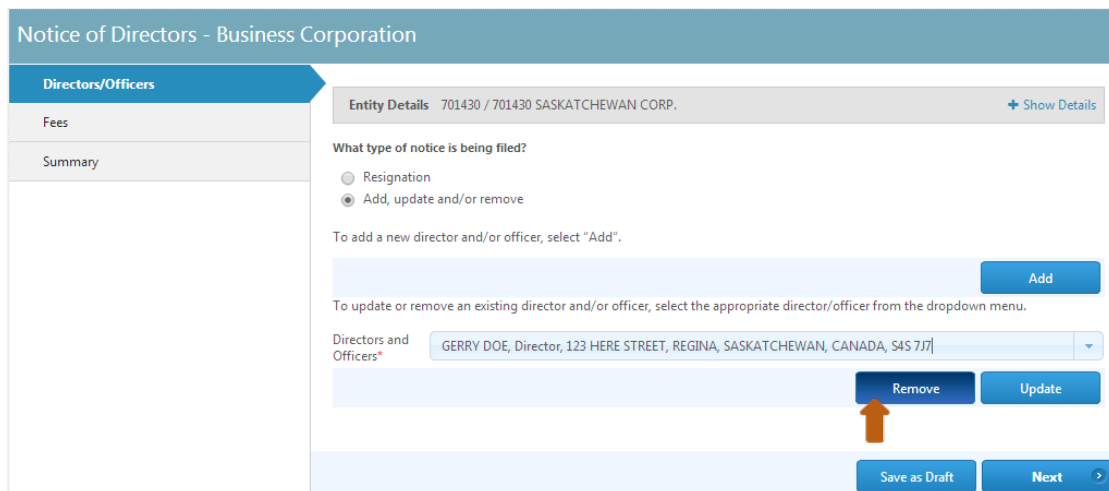
Next, you will be required once again to enter your entity access code. Enter the access code and click **Continue**.



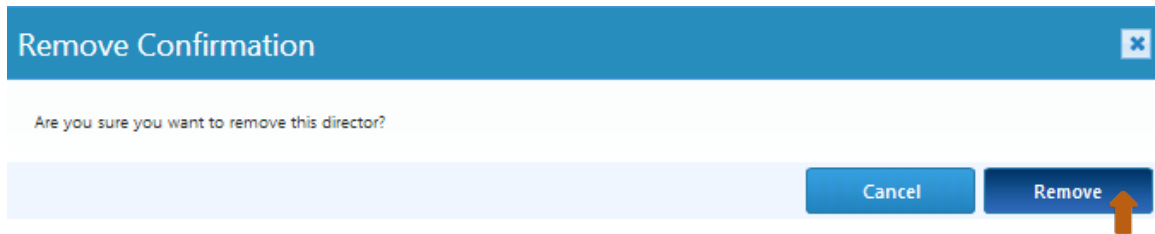
As mentioned above, we are going to first remove a director. Select the radio button, **Add, update and/or remove**. The Directors and Officers dropdown will display. Click on the dropdown and select the director that is being removed.



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



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

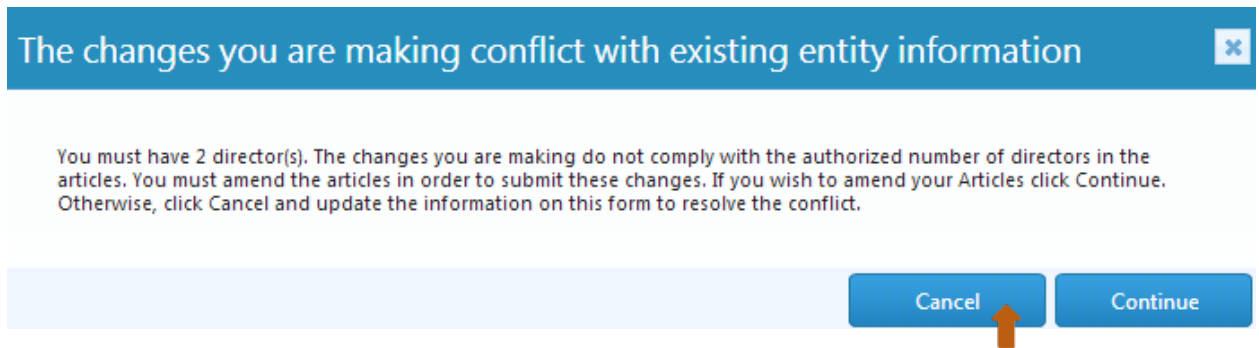


Important step!!

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 2 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.



We are now going to add a director back in. Note the system displays that Gerry Doe has been removed. The effective date was not selected when we removed him, so we can do that here before adding the new director. Click on the calendar icon and select the date.

We can begin adding our new director by clicking **Add**.

Directors/Officers

Entity Details 701430 / 701430 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 check if the information in this form is acceptable, click the "Validate Directors" button

Add
Validate Directors

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

Directors and Officers*

Removed/Resigned Directors/Officers
Undo Remove Hide Details

Name: GERRY C DOE

Role: Director

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

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

Resident Canadian: Yes

Effective Date: 21-Sep-2016 📅

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

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*

You will be provided with an overview of the director information that you removed and added in this transaction. Once you are sure the information is accurate, click **Next**.

Directors/Officers

[+ Show Details](#)

Fees

Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP.

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*

Added Directors/Officers

Name: JANE G DEER [Remove](#) [Edit](#) [Hide Details](#)

Role	Director
Physical Address	123 TRACTOR STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Mailing Address	123 TRACTOR STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Resident Canadian	Yes
Effective Date	21-Sep-2016

Removed/Resigned Directors/Officers

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

Role	Director
Physical Address	123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Mailing Address	123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Resident Canadian	Yes
Effective Date	<input style="width: 80%;" type="text" value="21-Sep-2016"/>

Save as Draft
Next

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

Notice of Directors - Business Corporation

✔ Directors/Officers

Fees

Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Fees

Description	Quantity	Total Cost
Notice of change of directors	1	5 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.

- Directors/Officers
- Fees
- Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Directors/Officers

Name	Role	Change Type	Effective Date
JANE G DEER	Director	Add	21-Sep-2016
GERRY C DOE	Director	Remove	21-Sep-2016

Added Directors/Officers Details

Name JANE G DEER [- Hide Details](#)

Role Director

Physical Address 123 TRACTOR STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Mailing Address 123 TRACTOR STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Resident Canadian Yes

Submitter Details DEREK FIFE [- Hide Details](#)

Name DEREK FIFE

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

Email derek.fife@isc.ca

Fees

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

! 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 Business Corporation – Annual Return** 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. SR4103

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

[Submission Form Document](#)

[Continue With Business Corporation - Annual Return](#)

[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 701430 / 701430 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](#)

Power of Attorney

Since the entity is a Saskatchewan Business Corporation with directors within the province, a Power of Attorney isn't required. If the entity needed a new power of Attorney for any reason, the change would be made by clicking on the Change Power of Attorney link.

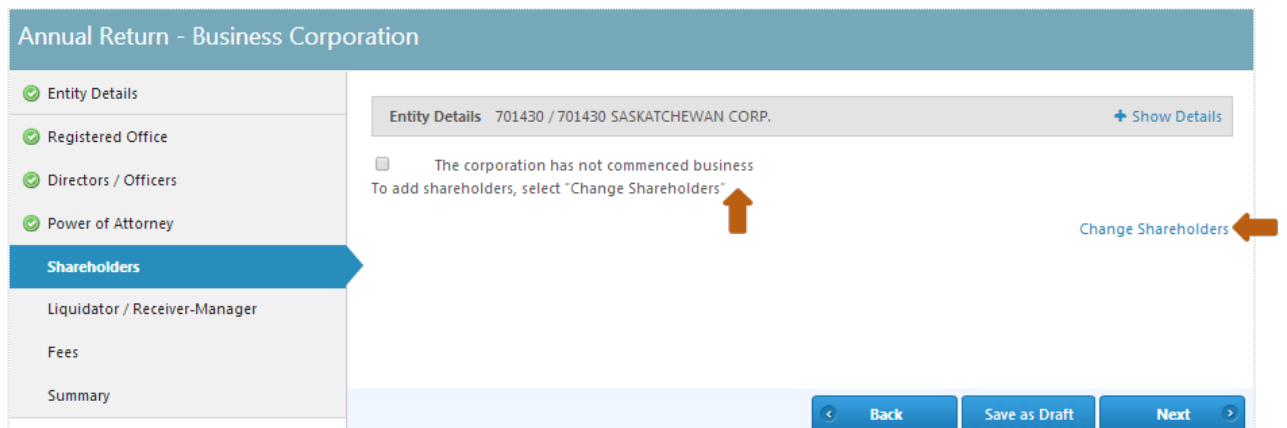
For this transaction, click **Next**.



The screenshot shows the 'Annual Return - Business Corporation' interface. On the left is a navigation menu with items: Entity Details, Registered Office, Directors / Officers, Power of Attorney (highlighted with a blue arrow), Shareholders, Liquidator / Receiver-Manager, Fees, and Summary. The main content area shows 'Entity Details 701430 / 701430 SASKATCHEWAN CORP.' with a '+ Show Details' link. Below this is the 'Power of Attorney Details' section, which is currently empty and has a 'Change Power of Attorney' link. At the bottom right, there are three buttons: 'Back', 'Save as Draft', and 'Next' (indicated by an orange arrow pointing to it).

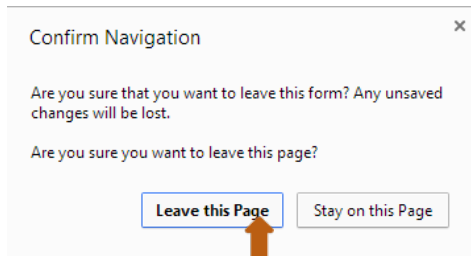
Shareholders

There are two options on this page. You may either add shareholders by clicking on the Change Shareholders link or you may select the check box that indicates the corporation hasn't commenced business yet. For this example, we are going to add shareholders. Click on **Change Shareholders**.



The screenshot shows the 'Annual Return - Business Corporation' interface. The navigation menu on the left now has 'Shareholders' highlighted with a blue arrow. The main content area shows 'Entity Details 701430 / 701430 SASKATCHEWAN CORP.' with a '+ Show Details' link. Below this is a checkbox labeled 'The corporation has not commenced business' with the text 'To add shareholders, select "Change Shareholders"' underneath. An orange arrow points to the checkbox. To the right of this text is a 'Change Shareholders' link, with another orange arrow pointing to it. At the bottom right, there are three buttons: 'Back', 'Save as Draft', and '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**.



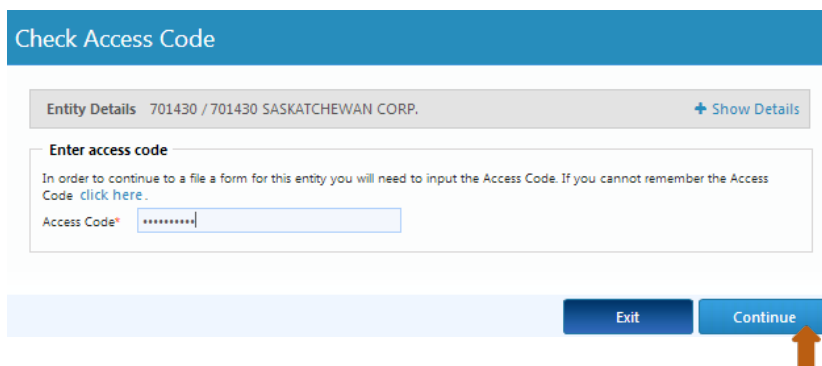
Confirm Navigation ×

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

Enter in your Entity Access Code. Click **Continue**.



Check Access Code

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Enter access code

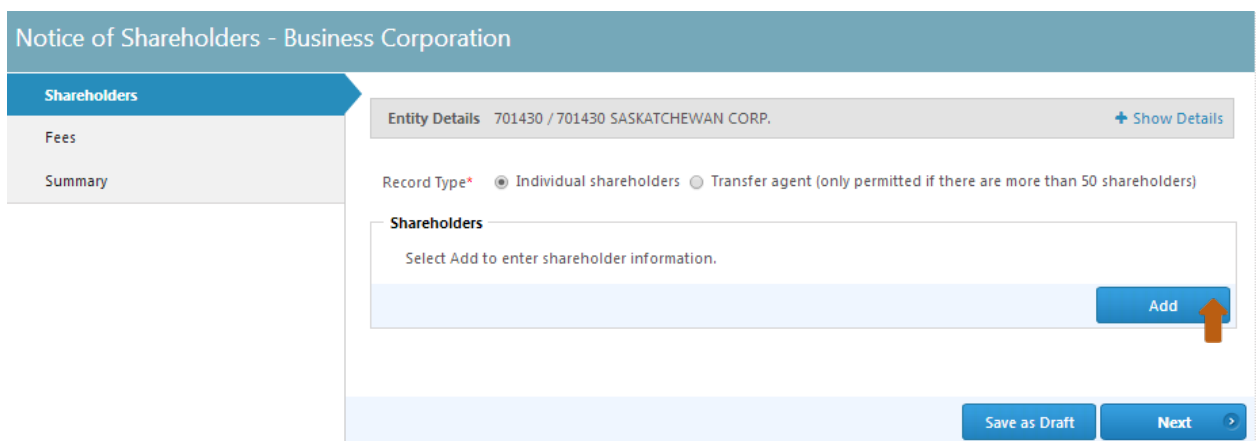
In order to continue to a file a form for this entity you will need to input the Access Code. If you cannot remember the Access Code [click here](#).

Access Code*

Exit **Continue**

If you are adding a small number of shareholders (under 50) select the individual Shareholders radio button. If you are adding more than 50, we recommend that you use a transfer agent to keep track of your shareholders for you. If you select the transfer agent radio button, you will be prompted to enter the transfer agent details

In this example, we are adding the individual shareholders. Click the **Individual Shareholders** button and click **Add**.



Notice of Shareholders - Business Corporation

Shareholders

Fees

Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Record Type* Individual shareholders Transfer agent (only permitted if there are more than 50 shareholders)

Shareholders

Select Add to enter shareholder information.

Add

Save as Draft **Next** >

We are adding 100 class A shares to Jane Doe. Once we have filled out the shareholder name and mailing address, we can select the **share class** from the drop down and enter the number of shares. Click **Add Shares**. Once that is completed the shares will display below and we can click **Save**.

✕

Add Shareholder Details

Shareholder

Name*

Mailing Address

Search Address

Address (1)*

Address (2)

Address (3)

City* Country*

Province/State* Postal Code /Zip Code*

Shares Held

Share Class* Number of Shares Held*

Add Shares

Share Class	Number of Shares Held	
Class A Shares	100	✕

Cancel
Save

We have completed adding the shareholder details. Review the information to ensure it is accurate. Click **Next**.

Notice of Shareholders - Business Corporation

Shareholders

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Record Type* Individual shareholders Transfer agent (only permitted if there are more than 50 shareholders)

Shareholders

Share Class	Total Number	Max Number
Class A Shares	100	Unlimited

Name

JANE DOE

[Add](#)

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

Fees

The fees page will provide only an overview of the annual return 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.

Notice of Shareholders - Business Corporation

Shareholders

Fees

Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Fees

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

Total : \$ 0

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 satisfied with the changes please read and select the declaration and click **Submit**.

Notice of Shareholders - Business Corporation

<ul style="list-style-type: none"> <li style="padding: 5px;"><input checked="" type="checkbox"/> Shareholders <li style="padding: 5px;"><input checked="" type="checkbox"/> Fees <li style="padding: 5px; background-color: #4F81BD; color: white;"><input checked="" type="checkbox"/> Summary 	<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> Entity Details 701430 / 701430 SASKATCHEWAN CORP. + Show Details </div> <div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Shareholder Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Record Type</td> <td style="padding: 5px;">Individual Shareholders</td> </tr> <tr> <td style="padding: 5px;">Shareholder</td> <td style="padding: 5px;">JANE DOE, 123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7</td> </tr> <tr> <td style="padding: 5px;">Class A Shares</td> <td style="padding: 5px; text-align: right;">100</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Total Shares Issued</td> </tr> <tr> <td style="padding: 5px;">Class A Shares</td> <td style="padding: 5px; text-align: right;">100</td> </tr> </table> </div> <div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Submitter Details DEREK FIFE - Hide Details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Name</td> <td style="padding: 5px;">DEREK FIFE</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">5410 BALLANTINE CRT, REGINA, SASKATCHEWAN, CANADA, S4X 4K4</td> </tr> <tr> <td style="padding: 5px;">Email</td> <td style="padding: 5px;">derek.fife@isc.ca</td> </tr> </table> </div> <div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Fees <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Notice of change of shareholders</td> <td style="padding: 5px; text-align: right;">1</td> <td style="padding: 5px; text-align: right;">\$ 0</td> </tr> </table> </div> <div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> Declaration <p style="padding: 5px;"><input checked="" type="checkbox"/> I certify that I am authorized to file these documents with the Director of Corporations and that the information in this submission is true. ←</p> </div>	Record Type	Individual Shareholders	Shareholder	JANE DOE, 123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7	Class A Shares	100	Total Shares Issued		Class A Shares	100	Name	DEREK FIFE	Address	5410 BALLANTINE CRT, REGINA, SASKATCHEWAN, CANADA, S4X 4K4	Email	derek.fife@isc.ca	Notice of change of shareholders	1	\$ 0
Record Type	Individual Shareholders																			
Shareholder	JANE DOE, 123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7																			
Class A Shares	100																			
Total Shares Issued																				
Class A Shares	100																			
Name	DEREK FIFE																			
Address	5410 BALLANTINE CRT, REGINA, SASKATCHEWAN, CANADA, S4X 4K4																			
Email	derek.fife@isc.ca																			
Notice of change of shareholders	1	\$ 0																		

← Back
Save as Draft
Submit ↑



Congratulations! You have completed your shareholder change.

Click on **Continue With Business Corporation – Annual Return** 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. SR4104

Submission Type	Notice of Shareholders
Amount Due	\$ 0

[Submission Form Document](#)

[Continue With Business Corporation - Annual Return](#)

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

You will be asked once again to enter your entity access code. Click **Continue**.

Check Access Code

Entity Details 701430 / 701430 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](#)

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 - Business Corporation

- ✓ Entity Details
- ✓ Registered Office
- ✓ Directors / Officers
- ✓ Power of Attorney
- ✓ Shareholders
- Liquidator / Receiver-Manager**
- Fees
- Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Liquidator / Receiver-Manager

[Change Liquidator / Receiver-Manager](#)

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

Fees

The fees page will provide only an overview of the annual return 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. Click **Next** to advance to the Summary page.

Annual Return - Business Corporation

- ✓ Entity Details
- ✓ Registered Office
- ✓ Directors / Officers
- ✓ Power of Attorney
- ✓ Shareholders
- ✓ Liquidator / Receiver-Manager
- Fees**
- Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Fees

Description	Quantity	Total Cost
Annual return - For-Profit entity	1	\$ 45

Total : \$ 45

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 - Business Corporation

- Entity Details
- Registered Office
- Directors / Officers
- Power of Attorney
- Shareholders
- Liquidator / Receiver-Manager
- Fees
- Summary

Entity Details 701430 / 701430 SASKATCHEWAN CORP. [+ Show Details](#)

Nature of Business Details

Automotive body, paint, interior and glass repair

Registered Office Details

Physical Address

Address 234 THERE AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Attention to

Mailing Address

Mailing Name 701430 SASKATCHEWAN CORP.

Address 234 THERE AVENUE, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

Attention to

Directors/Officers

Name	Role	Office Held	Resident Canadian	Address
JANE G DEER	Director		Yes	123 TRACTOR STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
JANE P DOE	Director & Officer	Chief executive officer	Yes	234 THERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7

✓ Shareholder Information

Record Type	Individual Shareholders
Shareholder	JANE DOE, 123 HERE STREET, REGINA, SASKATCHEWAN, CANADA, S4S 7J7
Class A Shares	100
Total Shares Issued	
Class A Shares	100

Submitter Details DEREK FIFE — Hide Details

Name	DEREK FIFE
Address	S410 BALLANTINE CRT, REGINA, SASKATCHEWAN, CANADA, S4X 4K4
Email	derek.fife@isc.ca

✓ Fees

Annual return - For-Profit entity	1	\$ 45
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ⓘ 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. Once you select your account or have added your credit card information, click **Make Payment**.

Submission Payment ✕

Amount Due: \$ 45

Pay With Account Credit Card

Account Name

Account No.

A/C Balance \$ 669

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 ←

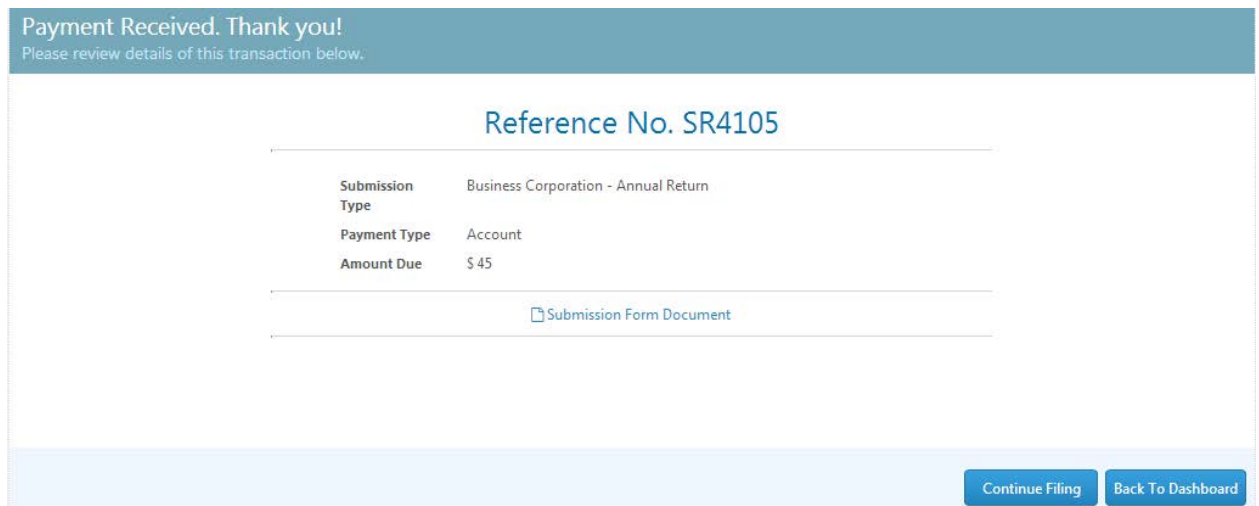
Make Payment ←

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. SR4105

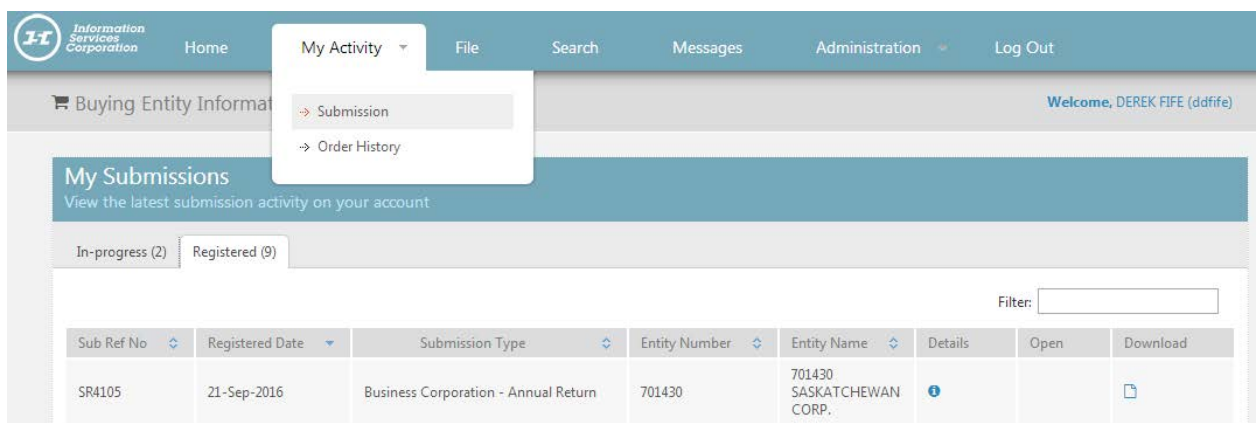
Submission Type	Business Corporation - Annual Return
Payment Type	Account
Amount Due	\$ 45

[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 (9)**

Filter:

Sub Ref No	Registered Date	Submission Type	Entity Number	Entity Name	Details	Open	Download
SR4105	21-Sep-2016	Business Corporation - Annual Return	701430	701430 SASKATCHEWAN CORP.	i		Download