



## THE BUSINESS NAMES REGISTRATION ACT

### GENERAL ADMINISTRATIVE REQUIREMENTS

The provisions below are for general guidance only and do not necessarily cover all requirements.

Your Business Name registration expires **3 years** from the date of the initial registration. The registration of a business name may be renewed at any time within three months before the expiry date of the registration.

Every business name registered in Saskatchewan is required to:

1. Every person and firm that has registered a business name pursuant to this Act shall set out his or its business name in legible characters in all contracts, invoices, negotiable instruments and orders for goods or services issued or made by or on behalf of the person or firm. **Section 9**
2. Should the location of the business or mailing address change, notification must be sent to the Corporations Branch, in writing, within 15 days of the change. **Section 11**
3. Should the address of the sole proprietor or any partner change, notification must be sent to the Corporations Branch, in writing, within 15 days of the change. **Section 11**
4. Where there is a change in the membership of a firm, other than a sole proprietorship, and the business of the firm is being carried on under the same name, the firm shall forward to the registrar:
  - (a) a notice, signed by all members of the firm, to amend the registration which clearly states the nature of the change and the resulting membership of the firm; and
  - (b) the prescribed fee, of \$20.00;within 30 days of the date of the change. **Section 12**
5. When a sole-proprietorship ceases to operate, the sole-proprietor must sign and date a cancellation and send it to the Corporations Branch. There is no fee to cancel a sole proprietorship.
6. Where a partnership is dissolved, any of the members may apply for registration of a declaration to that effect.  
Fee: \$10.00 **Section 13**

**\* A renewal notice will be sent to the last filed mailing address approximately 6 weeks before the expiry date. Only 1 notice of renewal is sent.**

Blank forms may be obtained through our web site at [www.saskjustice.gov.sk.ca](http://www.saskjustice.gov.sk.ca), or by requesting them through e-mail, by fax, phone or mailing your request to us.

A Copy of the Act and Regulations may be obtained by writing to, or picked up in person at:

Queens Printer  
B19 – 3085 Albert Street  
Regina, Saskatchewan  
S4S 0B1  
1-800-226-7302 (within Saskatchewan) or (306)787-6894  
E-mail: [qprinter@justice.gov.sk.ca](mailto:qprinter@justice.gov.sk.ca)  
Internet: [www.qp.gov.sk.ca](http://www.qp.gov.sk.ca)