



Saskatchewan Justice
Corporations Branch
200, 1871 Smith Street
Regina, Saskatchewan
S4P 4W5

Business Corporation Instructions and Additional Information

Phone (306)787-2962
Fax (306)787-8999
E-Mail corporations@justice.gov.sk.ca

1. Make sure all areas on the forms are completed in full, and signed and dated where required.
2. **The fees to incorporate are:**

Name Availability Search	\$ 50.00	
Incorporation	<u>\$265.00</u>	(or \$215.00 if incorporated on-line)
Total	\$315.00	(or \$265.00 if incorporated on-line)

- * All fees must be paid before the forms can be approved.
- * Make remittance payable to the Minister of Finance, (in Canadian Funds).
- * Payment can be made by:
Cash/Cheque/Money Order or
Visa/MasterCard.

3. You may fax the incorporation documents (plus authorize payment by Visa, MasterCard). If you fax the documents **DO NOT** mail the originals – keep them for your files. The faxed copy must be legible and suitable for imaging. If the fax copy is not legible, you will be asked to submit the originals.

Your documents will not be registered until the completed documents, acceptable for processing, and fees have been received.

4. Send or bring your completed forms and fees to:

Corporations Branch
200, 1871 Smith Street
Regina, Saskatchewan
S4P 4W5
Fax: (306) 787-8999

Go to:
www.corporations.justice.gov.sk.ca
to incorporate online

OR

Corporations Branch public office hours are from 8 a.m. to 5 p.m., Monday to Friday.

IMPORTANT NOTES:

- * If your forms are not completed correctly they will be sent back to you. Your date of incorporation will be effective the date the completed forms, acceptable for registration and all fees are received.
- * **DO NOT** send cash through the mail.
- * ***WE RECOMMEND THAT YOU DO NOT USE YOUR PROPOSED NAME IN ANY WAY UNTIL THE CORPORATIONS BRANCH HAS ISSUED A CERTIFICATE OF INCORPORATION.***

PAYMENT FOR SERVICES

All services provided by Corporations Branch may be paid for by:

- 1) Cash/cheque/money order (do not send cash through the mail)
- 2) Visa/MasterCard
- 3) Debit Card (for walk-in customers only)
- 4) Deposit Account*

* **Applies only to those agencies who have an Account with Corporations Branch**

- For
- 1) Mail requests - include your cheque or money order, Visa/MasterCard number (including expiry date) or Deposit Account Number.
 - 2) Fax requests - include your Visa/MasterCard number (including expiry date) or Deposit Account Number

Use the Client Payment Authorization Form below to authorize payment. This form will be destroyed once payment has been authorized.

CLIENT AUTHORIZATION PAYMENT FORM FOR PAYMENT BY:

	Deposit Account	Account #
	Visa/MasterCard	Card #:
		Expiry Date:
Name:		
Complete Address:		
Postal Code:		



1. Name of corporation (print or type the name of your corporation):

2. The classes and any maximum number of shares that the corporation is authorized to issue. (If there is to be more than one class of shares indicate all rights attached to each class OR attach a separate sheet indicating the rights attached to each class):

3. Restrictions, if any, on share transfers:

4. Authorized number of directors (minimum and maximum or fixed):

5. Restrictions, if any, on businesses the corporation may carry on or on powers the corporation may exercise:

6. Other provisions, if any:

Incorporator (must be completed in full):

Name:	_____
Address:	_____

Date:	_____
Signature:	_____



-
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 6. Other provisions, if any:

Incorporator (must be completed in full):

Name: _____	
Address: _____ _____	
Date: _____	Signature: _____



1. Location of registered office

- This is where the books of the corporation are held.
- Must not be a box number.
- May be a legal land description (including R.M. name and number).
- Must be located in Saskatchewan.

Street Address (or legal land description, including R.M. name and number)

Saskatchewan

Name of City/Town/Village

Postal Code

2. Mailing address of registered office, including postal code

(If the mailing address is the same as the Registered Office, check the box, otherwise, indicate the mailing address).
A box number is acceptable as a mailing address.

Same as above

OR

Street Address or Post Office box number

Name of City/Town/Village

Province

Postal Code

Attention: _____ Phone (optional): _____



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- Must be located in Saskatchewan.

Street Address (or legal land description, including R.M. name and number)

Saskatchewan

Name of City/Town/Village Postal Code

2. Mailing address of registered office, including postal code

(If the mailing address is the same as the Registered Office, check the box, otherwise, indicate the mailing address).
A box number is acceptable as a mailing address.

Same as above **OR**

Street Address or Post Office box number

Name of City/Town/Village Province Postal Code

Attention: _____ Phone (optional): _____



NOTE: At least one director must be a resident of Saskatchewan. If there is no resident Saskatchewan director, a Power of Attorney must be appointed.

NOTE: If a director resides in a city, a street address **MUST** be indicated. If residence is in a rural area, use a legal land description (including R.M. Name and Number).

NOTE: If there are more than 4 directors, please photocopy this page before proceeding, or attach an additional page.

_____	_____	_____
Last Name	First Name	Middle Name or Initials

Street and Number (or legal land description and R.M. name and number)		
_____	_____	_____
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

_____	_____	_____
Last Name	First Name	Middle Name or Initials

Street and Number (or legal land description and R.M. name and number)		
_____	_____	_____
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

_____	_____	_____
Last Name	First Name	Middle Name or Initials

Street and Number (or legal land description and R.M. name and number)		
_____	_____	_____
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

_____	_____	_____
Last Name	First Name	Middle Name or Initials

Street and Number (or legal land description and R.M. name and number)		
_____	_____	_____
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		



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Last Name	First Name	Middle Name or Initials
Street and Number (or legal land description and R.M. name and number)		
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Last Name	First Name	Middle Name or Initials
Street and Number (or legal land description and R.M. name and number)		
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Last Name	First Name	Middle Name or Initials
Street and Number (or legal land description and R.M. name and number)		
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Last Name	First Name	Middle Name or Initials
Street and Number (or legal land description and R.M. name and number)		
City or Town	Province	Postal Code
Resident Canadian? Yes <input type="checkbox"/> No <input type="checkbox"/>		



Request for Name Availability Search And Reservation

The Business Corporations Act

Name of individual (or firm) requesting search: _____ Date: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Attention: _____ Phone No: _____ Fax No: _____
(Where you may be reached between 8:00 a.m. and 5:00 p.m.)

	I wish to incorporate as a number corporation. (The number will be issued by Corporations Branch.) There will not be a charge for this name search. Please proceed to enter the type of business.
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Saskatchewan Mandatory Search \$50.00

includes a search of names registered in Saskatchewan, Federal corporations and registered trademarks.

Service Options: (Results to be mailed unless fax option selected)	
<input type="checkbox"/>	Rush (extra \$100 charge)
<input type="checkbox"/>	Fax (extra \$5 charge)
Fax Number: _____	

Scope of Search: (Select the scope of search preferred)	
<input type="checkbox"/>	Search all names (A name search fee will apply to EVERY name)
OR	
<input type="checkbox"/>	Search to first available name

Names to Search: (in order of preference) Each name requires a distinctive and descriptive term. A distinctive term distinguishes your name from anyone else in the same type of business. A descriptive term indicates what type of business you will be doing. Eg. Bob's Courier Service Ltd.. (If you have additional names, please attach a separate page. NOTE: You do not have to enter more than one name if you do not wish to).

1.	
2.	
3.	

Type(s) of business the business intends to carry on: (please be specific, terms such as manufacturing, consulting, etc. need further clarification.)

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General location(s) in Saskatchewan where business will operate:

This name is to be used for:

<input type="checkbox"/>	Incorporation
<input type="checkbox"/>	Restoral
<input type="checkbox"/>	Name Change from:
<input type="checkbox"/>	Extra Provincial Registration from:
<input type="checkbox"/>	Amalgamation – The name will be the same as the following:
Entity No. _____	Name: _____
<input type="checkbox"/>	Extra Provincial registration of a Federally registered corporation or a Saskatchewan numbered corporation. There will not be a charge for this name search. Please proceed to enter the name of the corporation and the type of business.

**** Optional Searches Available (extra \$60.00 fee)** To request a search for a trademark, federal name search or a search which contains similar names registered across Canada, contact Corporations Branch at (306) 787-2962 for further details.

STARTING A BUSINESS IN SASKATCHEWAN LICENCE AND REGISTRATION REQUIREMENTS

1. Municipal or City Business Licence: - required in each municipality in which your business operates.

CONTACT: Municipal Office or City Hall
COST: depending on individual circumstances

2. Education and Health Tax Licence (also known as PST): required by all retail businesses selling tangible goods and services.

CONTACT: Department of Finance
Education and Health Tax
2350 Albert Street
Regina, Sask.
S4P 4A6 Phone: 787-6645 or 1-800-667-6102

3. Goods and Services Tax Registration: (known as GST): required by most businesses.

CONTACT: Regina Tax Services Office **OR** Saskatoon Tax Services
Goods and Services Tax Goods and Services Tax
1955 Smith Street 340 – 3rd Avenue North
P.O. Box 557 Saskatoon, Sask. S7K 0A8
Regina, Sask. S4P 2N9 Phone: 1-800-959-5525
Phone: 1-800-959-5525

COST: No Charge

You may also contact Canada Customs & Revenue Agency through their internet site at www.cra-adrc.gc.ca

4. Employer Registration Number: required by all employers who make deductions for Income Tax, Unemployment Insurance, and Canada Pension.

CONTACT: Regina Tax Services Office **OR** Saskatoon Tax Services
1955 Smith Street 340 – 3rd Avenue North
P.O. Box 557 Saskatoon, Sask. S7K 0A8
Regina, Sask. S4P 2N9 Phone: 1-800-959-5525
Phone: 1-800-959-5525

COST: No Charge

You may also contact Canada Customs & Revenue Agency through their internet site at www.cra-adrc.gc.ca

5. Workers Compensation Coverage: required by most employers.

CONTACT: Workers' Compensation Board
200 - 1881 Scarth St.
Regina, Sask.
S4P 4L1
Phone: 787-4370

6. If you are a motor dealer, auctioneer, collection agent, direct seller, credit reporting agency, provide training courses, or rent or sell videos.

CONTACT: Saskatchewan Justice
Consumer Protection Branch
5th Floor, 1919 Saskatchewan Drive
Regina, Sask. S4P 3V7
Phone: (306)787-5550 or 1-888-374-4636 (in Saskatchewan)

* **NOTE:** Other licences may be required. You may check with:

Saskatchewan Industry and Resources at:
1-800-265-2001 or check their web site at www.ir.gov.sk.ca

Canada-Saskatchewan Business Service Centre at:
1-800-667-4374 or check their web site at www.cbsc.org/sask
for further information.