



THE BUSINESS CORPORATIONS ACT GENERAL ADMINISTRATIVE REQUIREMENTS EXTRA-PROVINCIAL CORPORATIONS

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

Every extra-provincial corporation (a body corporate incorporated otherwise than by or under an Act of the Legislature of Saskatchewan) registered in Saskatchewan is required to:

1. Set out its name in legible characters in all contracts, invoices, negotiable instruments and orders for goods and services issued or made by or on behalf of the corporation. **Section 267**
2. Register under The Business Names Registration Act any name other than its corporate name under which the corporation carries on business or identifies itself. **Section 267**
3. Appoint one or more individuals who reside in Saskatchewan as Power of Attorney for the purpose of receiving service of process in all suits and proceedings by or against the corporation within Saskatchewan.

New provision effective December 1, 1999: A power of attorney is not required where the extra-provincial corporation has a director or officer who is a Saskatchewan resident.

No Fee

Section 268

4. Within 15 days, if for any reason the Power of Attorney becomes invalid or ineffectual, Eg. The attorney named ceases to reside in Saskatchewan or dies or resigns, appoint and file another Power of Attorney.
No Fee. **Section 268**
5. Within 15 days after the change, send to the Director notice of any change:
 - (a) in the address of its head office;
 - (b) in the address of its attorney;
 - (c) of its directors.**Section 270**
6. Within 30 days, together with the prescribed fee, send a copy of any amendment to its articles which effects:
 - (a) a name change;
 - (b) an amalgamation with one or more other corporations;
 - (c) a continuance under the laws of another jurisdiction.**Section 271**
7. File an annual return on or before the last day of the month following the anniversary month of incorporation, except in the year of registration. Pre-printed forms will be sent out prior to the anniversary date.
Fee: \$50.00. **Section 273**

Blank forms may be obtained through our web site at 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
internet: www.qp.gov.sk.ca