



## THE NON-PROFIT CORPORATIONS ACT, 1995

### EXTRA-PROVINCIAL REGISTRATION KIT

#### INTRODUCTION

Every non-profit corporation carrying on activities in Saskatchewan may register under *The Non-profit Corporations Act, 1995*. However, if the corporation “carries on business” in Saskatchewan it is required to be registered. A corporation is deemed to be carrying on business if it holds title or interest in land, maintains an office, warehouse, place of business or telephone, in Saskatchewan.

#### PROCEDURE FOR REGISTRATION

It is necessary to check with the Corporations Branch to determine whether the name of the corporation is available for registration. The name may be too similar to that of another corporation or firm.

Form 27 entitled Request for Name Search and Reservation is designed for a name availability search and reservation. A name may be searched and reserved by calling (306) 787-2962. When calling, be prepared to provide the clerk with all the information required in Form 27. The fee for search and automatic 90 day reservation is \$20.00 payable at the time of requesting the search. You must be able to provide either a deposit account number or Visa or MasterCard number. The \$20.00 name search fee will not be payable where a federally incorporated corporation is registering.

Registration may be effected by sending to the Director:

- (a) Application for Registration (Form 22);
- (b) Power of Attorney (Form 24) appointing a resident of Saskatchewan to act as power of attorney;
- (c) Verified Articles of Incorporation;
- (d) Certificate of Status (also called Certificate of Good Standing or Certificate of Compliance) issued by the home jurisdiction. An original certificate is required;
- (e) Prescribed registration fee of \$100.00, the \$20.00 name search fee and \$15.00 Gazette publication fee; total fees \$135.00.

#### EFFECT OF REGISTRATION

The corporation is registered in Saskatchewan on the date shown in the Certificate of Registration issued by Corporations Branch. A corporation, while registered, is entitled to carry on its activities in Saskatchewan subject to any other laws applicable to persons or corporations.

## **PAYMENT FOR SERVICES**

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

- 1) Cash/cheque/money order;
- 2) Visa/MasterCard

- For
- 1) Mail requests - include your cheque or money order or Visa/MasterCard number (including expiry date).
  - 2) Telephone requests/Fax requests - include or be prepared to provide your Visa/MasterCard number (including expiry date).

If you will be using Visa or MasterCard to pay for your name search and/or registration, use the Client Payment Authorization Form below to authorize payment. This authorization will be destroyed once payment has been authorized.

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### **CLIENT AUTHORIZATION PAYMENT FORM FOR PAYMENT BY:**

\_\_\_\_\_ **VISA**

\_\_\_\_\_ **MASTERCARD**

**ACCOUNT NUMBER:** \_\_\_\_\_

**EXPIRY DATE FOR VISA/MASTERCARD:** \_\_\_\_\_

**AMOUNT AUTHORIZED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## *Application for Registration*

### **Form 22**

#### INSTRUCTIONS FOR COMPLETION

- Item 1:** Set out full legal name of the corporation.
- Item 2:  
and 3:** Set out address in full, such as street, number if multi-office building, room number and postal code.
- Item 4:** Give date and jurisdiction of incorporation or date and jurisdiction of amalgamation and of inter-jurisdictional transfer, if any, and change of name.

Examples of information required:

- (a) ABC Association was incorporated under the laws of Alberta on January 15, 1921 as XYZ Association - changed to its present name in 1930, continued as a Manitoba corporation under its present name on January 10, 1977.
- (b) A.B.C. Service Club resulted from the amalgamation of A.B.C. Community Club and A.B.C. Recreation Association pursuant to the laws of Alberta on February 14, 1965.

**Item 5:** State the main activity or business of the corporation.

**Item 6:** Certificate of Status and verified copy of Articles of Incorporation must be obtained from an appropriate official of the jurisdiction where the corporation is incorporated or deemed to be incorporated. A notarially certified copy of the Articles will be accepted.

**Item 7:** List the directors of the corporation and their addresses.

At the bottom of the page be sure to date the form, print or type your name and sign the form. Under “office held” tell us whether you are the president, secretary, director or other officer of the corporation.

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Completed documents, in duplicate, and the prescribed fee payable to the **Minister of Finance** are to be sent to:

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



## *Application for Registration*

### **Form 22**

#### INSTRUCTIONS FOR COMPLETION

- Item 1:** Set out full legal name of the corporation.
- Item 2:  
and 3:** Set out address in full, such as street, number if multi-office building, room number and postal code.
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200, 1871 Smith Street  
Regina, Saskatchewan  
S4P



Please see reverse for instructions

Corporation No.:

1. Name of corporation:

\_\_\_\_\_

2. The corporation appoints:

\_\_\_\_\_  
Name of Attorney in Full

\_\_\_\_\_  
Business address in Full

\_\_\_\_\_  
Name of Attorney in Full

\_\_\_\_\_  
Business address in Full

\_\_\_\_\_  
Name of Attorney in Full

\_\_\_\_\_  
Business address in Full

to act as its attorney for the purpose of receiving service of process in all suits and proceedings by or against the corporation within Saskatchewan and for the purpose of receiving all lawful notices; and the corporation declares that service of process respecting those suits and proceedings, and of those notices, on the attorney is legal and binding.

Where more than one person is appointed attorney any one of them may act as lawful attorney of the corporation.

This appointment revokes all previous appointments.

\_\_\_\_\_

Date

Name

Office Held

Signature

4. Consent to act as Attorney

I, \_\_\_\_\_  
Name of Attorney in full

of \_\_\_\_\_  
Business address, including street number and municipality

consent to act as the attorney pursuant to the above power of attorney.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Attorney

# *Power of Attorney*

## Form 24

### INSTRUCTIONS FOR COMPLETION

**Item 1:** Type or print the full legal name of the corporation.

**Item 2:** Type or print the given name, initial and family name of attorney.

Type or print the business address of the attorney in full, including street, number and if multi-office building, room number.

Space is provided for the appointment of more than one attorney. A corporation may, for example, appoint several individuals in a law firm as its attorney. The appointment of a law firm or a corporation as an attorney will not be accepted. Only individuals may be appointed as attorneys.

The filing of a power of attorney revokes all previous appointments.

**Item 3:** Be sure to date the form, print or type your name and sign the form. Under “office held” tell us whether you are the president, secretary, director or other officer of the corporation.

**Item 4:** Where more than one attorney is appointed, consent of each attorney is required. In this event, write in the space provided for Consent to act as Attorney, “The annexed Schedule 1 is incorporated in this form”, and annex as Schedule 1 Consent to act as Attorney amended to provide for the number of attorneys appointed.

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





Please see reverse for instructions

Corporation No.:

1. Name of corporation:

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2. The corporation appoints:

\_\_\_\_\_  
Name of Attorney in full

\_\_\_\_\_  
Business address in full

\_\_\_\_\_  
Name of Attorney in full

\_\_\_\_\_  
Business address in full

\_\_\_\_\_  
Name of Attorney in full

\_\_\_\_\_  
Business address in full

to act as its attorney for the purpose of receiving service of process in all suits and proceedings by or against the corporation within Saskatchewan and for the purpose of receiving all lawful notices; and the corporation declares that service of process respecting those suits and proceedings, and of those notices, on the attorney is legal and binding.

Where more than one person is appointed attorney any one of them may act as lawful attorney of the corporation.

This appointment revokes all previous appointments.

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office Held

\_\_\_\_\_  
Signature

4. Consent to act as Attorney

I, \_\_\_\_\_  
Name of Attorney in full

of \_\_\_\_\_  
Business address, including street number and municipality

consent to act as the attorney pursuant to the above power of attorney.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Attorney

# *Power of Attorney*

Form 24

## INSTRUCTIONS FOR COMPLETION

**Item 1:** Type or print the full legal name of the corporation.

**Item 2:** Type or print the given name, initial and family name of attorney.

Type or print the business address of the attorney in full, including street, number and if multi-office building, room number.

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



**Request for Name Availability Search  
And Reservation**  
*The Non-profit Corporations Act, 1995*

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 activities.

**Saskatchewan Search \$20.00**

includes a search of names only registered in Saskatchewan.

**Scope of Search** (select the scope of search preferred)

<b>Service Options:</b>	
Results to be mailed unless fax option selected	
<input type="checkbox"/>	Rush (no charge)
<input type="checkbox"/>	Fax (extra \$5 charge)
Fax Number: _____	

<input type="checkbox"/>	<b>Search all names</b> (A name search fee will apply to EVERY name)
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**OR**

<input type="checkbox"/>	<b>Search to first available name</b>
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**Names to Search: (in order of preference)** Each name requires a distinctive and descriptive term and must end in Inc., Incorporated, Corp. or Corporation.. A distinctive term distinguishes your name from another organization carrying on similar activities. A descriptive term describes the organization's activities. Eg. Regina Business Association Inc.

(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.)

<b>1.</b>
<b>2.</b>
<b>3.</b>

**Type(s) of activities this corporation intends to do:** (please be specific)

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General location(s) in Saskatchewan where corporation will carry on activities:
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<b>This name is to be used for:</b>	
<input type="checkbox"/>	<b>Incorporation</b>
<input type="checkbox"/>	<b>Restoral</b>
<input type="checkbox"/>	<b>Name Change from:</b>
<input type="checkbox"/>	<b>Extra Provincial Registration from:</b>
<input type="checkbox"/>	<b>Amalgamation – The name will be the same as the following:</b> Entity No. _____ Name: _____
<input type="checkbox"/>	<b>Extra Provincial registration of a federally registered corporation or a Saskatchewan numbered corporation.</b> There will not be a charge for this name search. Please proceed to enter the name of the corporation and the type of activities.

**\*\* 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.

## *Request for Name Search and Reservation*

### **Form 27**

#### **INSTRUCTIONS FOR COMPLETION**

Before you form your corporation, we must do a name search to make sure the name you have selected is not similar to any other registered name.

- ITEM 1:** Type or print the name of the person (or firm) requesting the name search be done, along with a mailing address and telephone number you may be contacted at.
- ITEM 2:** There are 3 levels of name searches you may request: a Saskatchewan only search, a Saskatchewan plus search or a Canada-Wide search. Please check the appropriate box. Be sure to include the appropriate fee with this request.
- ITEM 3:** Type or print the name(s) you would like searched in your order of preference. Only the first available name will be searched unless you ask for all names listed on the form to be reserved.

**NOTE:** Every Non-profit corporation must have the word "INCORPORATED", "CORPORATION", "INC." or "CORP." as the last word in its name.

- ITEM 4:** Describe the types of activities your organization will conduct. Please be as specific as possible.
- ITEM 5:** Check the appropriate box.

**CAUTION:** If you select a Canada-wide search, you will find out if a similar name or trademark has been registered anywhere in Canada. If you select a Saskatchewan plus search, you will find out if there is a similar federal corporation or trademark. If you don't select either of the above searches, you may find out later that the name you have selected is too similar to a federal corporation or is trademarked. This might result in your having to change the name of your corporation, which could be very expensive for you.

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Mail this request and the appropriate fee, payable in Canadian Funds to the **Minister of Finance**, to:

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