



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

## Extra-Provincial Registration Instructions and Additional Information

Phone (306)787-2962  
Fax (306)787-8999  
E-Mail [corporations@justice.gov.sk.ca](mailto: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 forms **MUST** be submitted **in duplicate**.

3. The fees to register are:

|                          |                 |
|--------------------------|-----------------|
| Name Availability Search | \$ 50.00        |
| Registration             | <u>\$265.00</u> |
| Total                    | \$315.00        |

- \* 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.

4. You may fax the registration 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.

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

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

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 registration will be effective the date the completed forms, acceptable for registration and all fees are received.
- \* **DO NOT** send cash through the mail.



## REGISTRATION KIT

### EXTRA PROVINCIAL BUSINESS CORPORATIONS

#### INTRODUCTION

The Business Corporations Act requires every corporation carrying on business in Saskatchewan to be registered at the time it commences business in the province. Section 262 of the Act defines "carrying on business". 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, or has a resident agent or representative, in Saskatchewan; or it is otherwise carrying on business in the province.

#### PROCEDURE FOR REGISTRATION

Registration may be effected by sending to the Director:

- (a) Application for Registration (Form 22), in duplicate;
- (b) Power of Attorney (Form 24) appointing a resident of Saskatchewan to act as power of attorney, in duplicate;
- (c) Certificate of Status (also called Certificate of Good Standing) issued by the home jurisdiction;
- (d) Prescribed fee of \$265.00 plus either the \$50.00 or \$60.00 name search fee.

If the corporation has been formed as the result of an amalgamation, a photocopy of the Certificate of Amalgamation or other document setting out the names of the corporations being amalgamated must be attached as a supplement to the "Corporate History" of the corporation as set out in Clause 4 of the Application for Registration (Form 22).

**\*\* NOTE:** If the Certificate of Status (Compliance) does not state the date of incorporation in the home jurisdiction, a photocopy of the Certificate of Incorporation must be attached.

#### 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, and has the capacity, to carry on business in Saskatchewan subject to any other laws applicable to persons or corporations.



## EXTRA-PROVINCIAL CORPORATIONS

### FILING REQUIREMENTS

Once an Extra-provincial corporation is registered in Saskatchewan, it must file amendments that effect:

- a) a change of name\*,
- b) continuance under the laws of another jurisdiction, or
- c) an amalgamation.

There is no prescribed form for filing these amendments. In the case of a) and b) above, file a clear photocopy of the Certificate and Articles of Amendment as issued by the home jurisdiction along with the \$115.00 fee.

To register an amalgamation, file a clear photo-copy of the Certificate and Articles of Amalgamation, a Power of Attorney form (Form 24), a list of directors (including their full names and addresses) and the registered office (which may be done in a covering letter) and the \$265.00 fee.

Any further change in directors, registered office or mailing address may be filed by sending notification of the change (within 15 days) in a letter.

Annual Returns are computer generated for each corporation and are due one month after the month of incorporation (in the home jurisdiction). We are therefore unable to supply blank Annual Return forms.

**\* If there is a substantial change in the name, the \$50.00 name search is also due.**

## 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 entity: | Corp. # in home jurisdiction |
|--------------------|------------------------------|

2. Address of Registered Office in home jurisdiction:

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Street Address

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Name of City/Town/Village                      Province                      Postal Code

|  |  |
|--|--|
| 3. Corporate history:  | Fundamental changes since Incorporation/Amalgamation in home jurisdiction (E.g. Name changes & date of change, etc.) – Attach an additional sheet if insufficient space. |
| <b>Incorporation/Amalgamation Date in home jurisdiction:</b> |  |
| <b>Jurisdiction of Incorporation/Amalgamation:</b>           |  |

4. The directors of the corporation are: (Attach an additional sheet if insufficient space)

| Name | Address | Position held (if any) |
|------|---------|------------------------|
|      |         |                        |

5. Attached documents include:

- Power of Attorney
- Certificate of Status (or Compliance) from home jurisdiction

I \_\_\_\_\_, being \_\_\_\_\_ of the  
(Director/Solicitor and Agent/Authorized Officer)

corporation, certify that the Application for Registration and any attachments are correct and that I have the authority to request this Application be filed pursuant to *The Business Corporations Act*.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# *Application for Registration*

## Form 22

### INSTRUCTIONS FOR COMPLETION

- Item 1:** Type or print the full legal name of the corporation.
- Item 2:** Type or print the full address, such as street, number if multi-office building, room number and postal code.
- Item 3:** 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 Holdings Ltd. was incorporated under the laws of Alberta on January 15, 1921 as XYZ Agencies Ltd. - changed to its present name on April 21, 1930 - continued as a Manitoba corporation under its present name on January 10, 1977.
- (b) A.B.C. Holdings Ltd. resulted from the amalgamation of A.B.C. Enterprises Ltd. and A.B.C. Investments Ltd. under the laws of Alberta on February 14, 1965.

- Item 4:** List the directors of the corporation and their addresses.
- Item 5:** A Certificate of Status or its equivalent must be obtained from an appropriate official of the jurisdiction where the corporation is incorporated or deemed to be incorporated.

At the bottom of the page a director or authorized officer of the corporation shall complete and sign the application.

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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



|                             |                    |
|-----------------------------|--------------------|
| <b>Name of corporation:</b> | <b>Entity No.:</b> |
|-----------------------------|--------------------|

appoints:

| <b>Name of Power of Attorney</b> | <b>Address</b> (must be resident of Saskatchewan)<br>If the Power of Attorney resides in a city his or her resident address <b>MUST</b> be indicated. If residence is in a rural area, use a legal land description (including R.M. name and number). | <b>Signature of individual named as Attorney</b><br>(indicates acceptance of appointment) |
|----------------------------------|---|---|
|                                  |   |   |
|                                  |   |   |
|                                  |   |   |

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 such suits and proceedings, and of such notices, upon the attorney are legal and binding to all intents and purposes whatsoever.

Where more than one person is appointed attorney, any one of them, without the others, may act as true and lawful attorney of the corporation.

This appointment revokes all previous appointments.

**(This section is to be completed by a Director or Authorized Officer of the above corporation.)**



**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.)

|  |  |
|--|--|
|  | <b>I wish to incorporate as a number corporation.</b> (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. |
|--|--|

**Saskatchewan Mandatory Search \$50.00**

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

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

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

**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).

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

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

|  |
|--|
|  |
|--|

|   |
|---|
| <b>General location(s) in Saskatchewan where business will operate:</b> |
|   |

**This name is to be used for:**

|                          |   |
|--------------------------|---|
| <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 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 – 3<sup>rd</sup> 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](http://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 – 3<sup>rd</sup> 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](http://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  
5<sup>th</sup> 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](http://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](http://www.cbsc.org/sask)  
for further information.