

STAFF NOTICE 33-702
TRANSFER OF REGISTRATION

This staff notice sets out what all registered individuals must do if they wish to transfer from one company to another. It applies only to individuals who are not registered on the National Registration Database. *An individual may transfer only when his registration in Saskatchewan is still current and has not lapsed.*

Before we will transfer an individual's registration to another company, we must receive the following documents:

1. A letter from the individual stating that he wishes his registration transferred to another company;
2. A letter from that new company indicating that it intends to employ the individual;
3. A Uniform Termination Notice as set out in Staff Notice 33-704 signed by the individual and the registered, approved manager of his former employer;
4. A cheque payable to the Minister of Finance in the amount of \$100 for the transfer fee.

When an individual transfers to a new company, the individual's registration expiry date becomes the same as the expiry date of his new employer.

If the individual does not reside in Saskatchewan, the individual should also file anew all of the documents set out in Saskatchewan Staff Notice 35-701 Registration of Non-Resident Individuals.

April 16, 1993
Amended September 14, 2000
Amended May 9, 2003

Contact:
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