

## Professional Corporation Permit Renewals

*The Professional Corporations Act*, in section 8, sets out how the Saskatchewan Real Estate Commission (Commission) is able to register and issue permits to individuals who have Professional Corporations. This *Act* also states permits issued shall expire on December 31 of the issuing year. The Commission is charged with ensuring all permits issued to professional corporations are in good standing pursuant to *The Business Corporations Act*, meet the requirements of *The Professional Corporations Act*, and meet the requirements of Commission Bylaws.

All professional corporations must file an annual return with the Corporate Registry to maintain an active status. To renew your permit issued by the Commission, you must complete the following steps prior to expiry date:

1. Submit a copy of your updated corporate profile report, dated after October 15 (of the current year), to the Commission to prove the corporation is active and in good standing with the Corporate Registry. Submit via email to [info@srec.ca](mailto:info@srec.ca) or fax to (306) 373-2295.
2. Once the Commission has received the corporate profile report, the information will be updated on the Commission's online registration system. You will be notified by email once this step has been completed and directed to proceed to the next step.
3. Once the system is updated, a payment option to renew the professional corporation permit for the next calendar year will automatically appear on your personal page of the Commission's online registration system.
4. Log into the Commission's [online registration system](#) and sign into your personal page. The yellow-coloured section is for Professional Corporations. On the right hand side of the screen, click on the button to renew your permit. The renewal fee for permits remains at \$200. You can make the payment directly online with your credit card (VISA or MasterCard).
5. Once the fee has been paid, you will receive a receipt of payment and permit for the next calendar year for your records.

### PLEASE NOTE:

**THE COMMISSION OFFICE IS CLOSED DURING THE HOLIDAY PERIOD BETWEEN DECEMBER 24<sup>TH</sup> AND JANUARY 2<sup>ND</sup>.**

**IN ORDER TO ALLOW FOR PROCESSING TIME, YOUR ANNUAL P.C. CORPORATE PROFILE REPORT (SEE STEP #1) MUST BE SUBMITTED PRIOR TO DECEMBER 21 (or the final day before office holiday closure).**

If you need assistance to obtain an updated corporate profile report, you can contact the Corporate Registry branch of Information Services Corporation:

1301 1<sup>st</sup> Avenue  
Regina, SK  
S4R 8H2  
Phone: 1-866-275-4721  
Fax: (306) 787-8999  
E-Mail: [corporateregistry@isc.ca](mailto:corporateregistry@isc.ca)

If you have any questions about the P.C. renewal process, please contact the Commission's Registration Department.