



## **SASKATCHEWAN REAL ESTATE COMMISSION PROFESSIONAL CORPORATON PERMIT APPLICATION INSTRUCTIONS**

In order to obtain a permit from the Saskatchewan Real Estate Commission to trade in real estate as a professional corporation, the following steps must be completed:

1. Obtain approval for the Saskatchewan Real Estate Commission that the name of the corporation is in accordance with the bylaws. The name must include Professional Corporation, Prof. Corp. or P.C. Once your name has been approved, you will be sent a letter of confirmation and your application form.
2. Obtain a Certificate of Incorporation from the Corporations Branch. When you submit your application for professional corporation status to the Corporations Branch, you need to attach the letter from the Saskatchewan Real Estate Commission approving the name of the professional corporation.
3. Apply to the Saskatchewan Real Estate Commission for an annual permit. Your application must include:
  - A completed application for issuance or renewal of an annual permit by a professional corporation.
  - A copy of the Certificate of Incorporation.
  - The appropriate permit fees.

Once the application and fees have been received and processed, you will be issued an annual permit as a professional corporation.

### **PERMIT FEES**

The initial permit fee is \$500.00.

The fee must accompany your application. Payment may be made by Visa, MasterCard or cheque. Cheques must be made payable to:

Saskatchewan Real Estate Commission

Deliver or Mail to:  
104, 210 Wellman Crescent, Saskatoon SK S7T 0J1

Phone 306-374-5233 or 1-877-700-5233 (toll free) Fax (306) 373-2295



**SASKATCHEWAN REAL ESTATE COMMISSION  
PROFESSIONAL CORPORATON  
PERMIT APPLICATION**

**PERMIT INFORMATION**

**1. Corporation Information:**

Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Fax:	

**2. Applicant Information:**

Name:		
Business Address:		
City:	Province:	Postal Code:
Phone:	Fax:	
Email:		

**3. Voting Shares:** The voting shareholder must be the registrant of the Saskatchewan Real Estate Commission applying for the permit. **List all voting shareholders.**

Name:		
Address:		
City:	Province:	Postal Code:
Number and Class of Shares Issued:		

4. **Non-Voting Shares:** Non-voting shares must be owned by registrants of the Saskatchewan Real Estate Commission; spouses, children or parents of registrants of the Saskatchewan Real Estate Commission who own voting shares; the corporation wholly owned by members; spouses, children or parents of registrants; or a trust, whose beneficiaries are registrants, spouses, children or parents of registrants of the Saskatchewan Real Estate Commission. **List all non-voting shareholders.**

Name:		
Address:		
City:	Province:	Postal Code:
Number and Class of Shares Issued:		
Relationship to Registrant:		

Name:		
Address:		
City:	Province:	Postal Code:
Number and Class of Shares Issued:		
Relationship to Registrant:		

5. **Directors** - Directors must be registrants of the Saskatchewan Real Estate Commission. **List all Directors.**

Name:		
Address:		
City:	Province:	Postal Code:
Office Held:		

Name:		
Address:		
City:	Province:	Postal Code:
Office Held:		

Name:		
Address:		
City:	Province:	Postal Code:
Office Held:		

- 6. Attachments:** The following must be provided with this application:
- a) A copy of the Articles of Incorporation with any amendments thereto.
  - b) Certificate of Incorporation
  - c) A current Profile Report of the corporation.
  - d) The initial \$500 application fee.

The Executive Director/Registrar may require further information to process the application.  
**The applicant hereby certifies and acknowledges: (i) the above information is correct and hereby applies for a renewal of the permit pursuant to *The Professional Corporations Act*; (ii) the registrant who intends to trade in real estate through or in the name of the Professional Corporation is aware of *The Professional Corporations Act* and *The Real Estate Act*; (iii) the registrant who intends to trade in real estate through or in the name of a corporation shall abide by *The Professional Corporations Act*, *The Real Estate Act* and the Commission Bylaws.**

Dated at \_\_\_\_\_, in the Province of Saskatchewan, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

All Voting Shareholders to Sign

_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE INDICATE METHOD OF PAYMENT**

_____	_____	_____	_____
Visa/MasterCard/Cheque #	Expiry date	Authorized signature	Amount