

CONDOMINIUM FACT SHEET:

ANNUAL RETURN

What is the applicable legislation?

The current Act is [The Condominium Property Act, 1993](#).

The current Regulations are [The Condominium Property Regulations, 2001](#).

Both the Act and the Regulations contain all recent amendments and are available on the Queen's Printer website at www.qp.gov.sk.ca.

What is an annual return?

An annual return is the annual filing requirement that must be filed by every condominium corporation with the Corporate Registry at [Information Services Corporation](#). It verifies that your corporation's information in the Corporate Registry is correct on an annual basis.

Clause 35(2)(d) of the Act

When does the requirement for annual returns take effect?

The annual return requirement starts on April 1, 2015.

Subsection 45(2) of the Regulations

What should a condominium corporation do to be ready for their annual return?

It is important to ensure that your address for service is up to date at the Corporate Registry at [Information Services Corporation](#) (ISC). You may contact Customer Support at ISC by telephone at 1-866-275-4721 or by email at corporateregistry@isc.ca if you need to clarify or update your address for service. An accurate address for service is vital, as ISC will be sending out your corporation's annual return form to its address for service contained in the Corporate Registry.

When will an annual return be due?

Starting April 1, 2015 an annual return will be due on the last day of the month following your condominium corporation's anniversary month. Your anniversary month is the date that your condominium corporation was incorporated. If you are in an older condominium corporation, your date of incorporation may no longer be available and then the anniversary month will be a date set by the Director of Corporations. Once you ensure that your corporation's address for

service is up to date, there is nothing further for you to do prior to April 1, 2015 as your corporation will receive its annual return and due date from the Corporate Registry sometime after that date.

Subsection 45.1(1) of the Regulations

Can we change the time of year that the annual return is due?

Upon the request of the condominium corporation, the Director of Corporations may designate another anniversary month if the corporation satisfies the Director that it is reasonable and appropriate to do so. This request will be processed in the Corporate Registry at [Information Services Corporation](#) (ISC). A valid reason for making this type of request is to align your anniversary month so that it occurs just after your annual general meeting (AGM) each year. This type of request cannot be made on a frequent basis so it should be considered in depth before the request is submitted. Once you have been notified of your anniversary date, you may contact Customer Support at ISC by telephone at 1-866-275-4721 or by email at corporateregistry@isc.ca if you are interested in changing your date.

Subsection 45.1(6) of the Regulations

What information will be required on an annual return?

The annual return will be in Form MM as contained in the Regulations. It requires three pieces of information:

- the corporation's address for service;
- a list of the corporation's current directors; and
- the submitting party information.

The submitting party information is required in case the Corporate Registry needs to contact someone to answer questions.

As the Corporate Registry will be sending out a pre-populated annual return in Form MM, the corporation will only have to verify whether or not the information is correct on the Form MM. If either the address for service or the director information needs to be updated, a Form DD will have to be attached containing the current information. For the first annual return filing, all condominium corporations will be required to submit a Form DD as there is no director information currently on file at the Corporate Registry. Form DD includes detailed instructions. For further assistance in completing an annual return after April 1, 2015, you may contact Customer Support at [Information Services Corporation](#) by telephone at 1-866-275-4721 or by email at corporateregistry@isc.ca.

Forms DD and MM in the Regulations.

The contents of this factsheet are intended to convey general information only. It is not intended to be and should not be relied upon for legal advice in any circumstance. You should always seek the advice of legal counsel.