

Document checklist for certificate of registration applications and renewal applications

Employers are required to submit the following documents. The Program Compliance Branch may also ask for more documentation that is not listed below.

Please note: employers are required to communicate with the SINP and receive correspondence from the SINP through an email associated with a custom employer domain name (e.g. HR@businessname.com) or a Canadian internet service provider (e.g. Sasktel). Emails from free web-based providers such as Gmail, Yahoo, Hotmail, or Outlook cannot be used.

For timely processing, please ensure you submit all required documentation with your application. Failure to submit all the required documentation will delay your application review and approval and may result in your application being refused.

Agriculture Employers

- Current Corporate Profile Report from the Information Services Corporation (ISC)
- Lease agreement OR rental agreement OR property tax statement OR land title
- Farm insurance policy
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of application that shows the number of employees (if applicable)
- Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files

Live-In caregiver Employers (for Labour Market Impact Assessment only)

- Government issued picture ID
- Lease agreement OR rental agreement OR property tax statement OR land title
- previous year's tax return

Long Haul Trucking

- Current Corporate Profile Report from the Information Services Corporation (ISC)
- Commercial lease agreement OR rental agreement OR property tax statement OR land title
- Yard lease agreement OR rental agreement OR property tax statement OR land title
- Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of application that shows the number of employees.
- Vehicle registration(s) (must be in company name)
- National Safety Code carrier profile (NSC)

Restaurant Employers

- Current Corporate Profile Report from the Information Services Corporation (ISC)
- Health permit
- Commercial lease agreement OR rental agreement OR property tax statement OR land title
- Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of application that shows the number of employees.

All other Employers

- Current Corporate Profile Report from the Information Services Corporation (ISC)
- Commercial lease agreement OR rental agreement OR property tax statement OR land title
- Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of application that shows the number of employees.
- Any licensing that requires your business to operate (if applicable)

Renewal check list

An employe's certificate of registration expires every two years. As an existing employer, you will receive three reminder emails at 90 days, 60 days and 30 days before your certificate is set to expire and that your certificate is up for renewal. To renew your certificate, log into your account and update any information that has changed.

Employers are required to submit the documentation listed below with their renewal application. The Program Compliance Branch may also ask for more documentation that is not listed below.

Agriculture Employers
<ul style="list-style-type: none"><input type="checkbox"/> Updated Corporate Profile Report from the Information Services Corporation (ISC)<input type="checkbox"/> Updated lease if your previous lease has expired/ended or if your business/organization has moved<input type="checkbox"/> Updated farm insurance policy<input type="checkbox"/> Payroll summary from a payroll system OR PD7A summary for the past three months from the date of your renewal application that shows the number of employees
Live-In caregiver Employers (for Labour Market Impact Assessment only)
<ul style="list-style-type: none"><input type="checkbox"/> Updated Government issued picture ID if it has expired<input type="checkbox"/> Updated lease if your previous lease has expired/ended or if you have moved<input type="checkbox"/> Most recent year's tax return
Long Haul Trucking
<ul style="list-style-type: none"><input type="checkbox"/> Updated Corporate Profile Report from the Information Services Corporation (ISC)<input type="checkbox"/> Updated lease if your previous lease has expired/ended or if your business/organization has moved<input type="checkbox"/> Updated yard lease if your previous lease has expired/ended or if your business/organization has moved<input type="checkbox"/> Most recent Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files<input type="checkbox"/> Payroll summary from a payroll system OR PD7A summary for the past three months from the date of your renewal application that shows the number of employees.<input type="checkbox"/> Updated Vehicle registration(s) (must be in company name)<input type="checkbox"/> Updated National Safety Code carrier profile (NSC)

Restaurant Employers

- Updated Corporate Profile Report from the Information Services Corporation (ISC)
- Updated Health permit
- Updated lease if your previous lease has expired/ended or if your business/organization has moved
- Most recent Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of your renewal application that shows the number of employees.

All other Employers

- Updated Corporate Profile Report from the Information Services Corporation (ISC)
- Updated lease if your previous lease has expired/ended or if your business/organization has moved
- Most recent Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files
- Payroll summary from a payroll system OR PD7A summary for the past three months from the date of your renewal application that shows the number of employees.
- Updated licensing that requires your business to operate (if applicable)