

# Document Checklist for Certificate of Registration & Renewal Applications

Updated December 2025

Employers are required to submit the documents listed in this checklist. The Program Compliance Branch may also ask for additional documentation not listed below.

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

For inquiries, contact the Program Compliance Branch [employer.registration@gov.sk.ca](mailto:employer.registration@gov.sk.ca).

## 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).

## Hospitality 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.

## 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 Checklist

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

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

For inquiries, contact the Program Compliance Branch [employer.registration@gov.sk.ca](mailto:employer.registration@gov.sk.ca).

## Agriculture 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.
- Updated farm insurance policy.
- 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.
- Tax return (T2)- Whole document OR schedules 100 and 125 or the tax return that your business files.

## Long Haul Trucking

- 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.
- Updated yard 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 Vehicle registration(s) (must be in company name).
- Updated National Safety Code carrier profile (NSC).

## Hospitality 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).