RLS Licensing Application Information for Commercial Cemeteries



A user guide to assist Commercial Cemeteries using FCAA's Registration and Licensing System.

fcaa.gov.sk

November 2019



Financial and Consumer Affairs Authority

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SPECIAL NOTE

Commercial Cemetery licensing applications, annual licensing renewals/filings, and licence information updates must be submitted to the Registrar, *The Cemeteries Act*, 1999 via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).

Continue to next pages to read the On-line Application Instructions,

- Go to our website (<u>www.fcaa.gov.sk.ca</u>) and navigate to <u>Cemeteries</u> webpage to find the link to the General RLS User Guide.
- **<u>RLS portal (https://fcaa.saskatchewan.ca</u>)**.

Before You Begin

Welcome to the Financial Consumer Affairs Authority's (FCAA) online Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for and managing cemetery registrations and licenses. If you have any questions about the requirements, we encourage you to contact us at <u>306-787-5550</u> or toll-free at <u>1-877-880-5550</u> before you begin your submission.

During the application process you will need to upload the following:

a. A written request to establish a cemetery signed by landowner.

b. A business plan if you intend to apply to operate a for-profit cemetery.

c. A signed letter or declaration by the municipality (in which the cemetery is to be located) that approves the establishment of a cemetery.

d. A cemetery plan drawn to scale outlining plots.

e. A land title document confirming property ownership and location.

You should note that:

- Cemetery establishment, operations and transfers are governed by provincial legislation.
- Interments can only occur in a registered cemetery, columbarium or mausoleum.
- All commercial, non-commercial or any other not for-profit cemetery, columbarium or mausoleum must be registered (this includes but not limited to cemeteries on family farms, those operated by religious organizations or community groups, and those owned by Municipalities).
- A registration fee for a non-commercial cemetery is not required.
- A for-profit commercial cemetery must be licensed and pay an annual fee.
- The pre-burial processes are governed by <u>The Funeral and Cremation Services Act and</u> <u>Regulations.</u> These rules are administered by the Funeral and Cremation Services Council of Saskatchewan please contact them for information at <u>http://www.fcscs.ca/.</u>

Name Registration

All corporations and operating (business) names must be registered with the <u>Corporate Registry of</u> <u>the Information Services Corporation (ISC)</u>. Phone <u>1-866-275-4721</u> for information on this procedure.

Information about cemetery rules and regulations as well as other resources can be found at: **General Information Webpage**

Operating Your Small Cemetery - A Primer for Saskatchewan Cemeterians Guidelines for Establishing or Enlarging a Cemetery Cemetery Care Guides and Index The Cemeteries Act ; The Cemeteries Act - Regulations

Once established, owners must provide for public visitation access, care and maintain the cemetery to community standards, and must get the Registrar of Cemeteries' approval for the sale or transfer of land containing a cemetery. For more information contact:

Contact Information

Registrar, <u>The Cemeteries Act</u> Financial and Consumer Affairs Authority Consumer Protection Division 500 - 1919 Saskatchewan Drive REGINA SK S4P 4H2 Telephone: <u>306-787-5550 1-877-880-5550</u> (toll-free) Fax: <u>306-787-9779</u> Email:<u>cpdlicensing@gov.sk.ca</u> Web address: <u>http://www.fcaa.gov.sk.ca</u>

General Remarks

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of <u>The Cemeteries Act and Regulations</u> is available free of charge online at <u>www.publications.saskatchewan.ca</u> or by purchasing a print copy from Publications Saskatchewan at Telephone: <u>1-800-226-7302</u> (Sask. residents only) <u>306-787-6894</u> Fax: <u>306-798-</u> <u>0835</u>Email: <u>publications@gov.sk.ca</u>

After You Submit

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by email.

Unless otherwise directed, any correspondence you receive from FCAA will direct or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

Security Controls

For security purposes, remember that we will never ask you for your user name or password.

Terms of Use

The Financial and Consumer Affairs Authority of Saskatchewan ("FCAA") is a regulatory body comprised of different divisions ("Regulatory Divisions") that administer a number of regulatory programs pursuant to various legislation and regulations ("Regulatory Laws"). By accessing this system, including providing or submitting any information ("Information"), I acknowledge, recognize and understand that any and all information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the information amongst the different Regulatory Divisions.

Commercial Cemetery Application

The narrative below describes the details required on the pages or steps of the online RLS application.

Login Page

Log in using your username and password if you have already registered, otherwise please register.

Once logged-in

- 1. select "Apply for a Licence/Registration/Endorsement/or Film Classification", then
- 2. select the Consumer Protection "button", then
- 3. click on the drop down window labelled "Please select to reveal list...", then
- 4. within the dropdown window, select Cemeteries, Columbaria or Mausoleums.

Before You Begin page

The "Before You Begin" page outlines basic information about Commercial Cemeteries licensing, legal definitions, name registration, contact information, security controls and terms of use.

After reading the information contained on this page, select the "I acknowledge" button.

Since you will not be able to return to this "Before You Begin" page once you select the "I acknowledge" button, it was reproduced at the start of this document for your reference.

Step 1 – Application for Cemetery, Columbarium or Mausoleum

Primary Contact Information

At this step, provide primary contact information for the person who should receive communication and information from the FCAA regarding this request.

If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select "Yes" below.

If the primary contact for this request is someone other than the registered user, select "No" below and complete the required information fields/boxes. This is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact

Once you have completed this step, select 🗹

next icon to the right of your page.

Step 1 Application for Cemetery, Columbarium or Mauscheum Status Pending Submission Step 2 Panned Activities FCCCCCC Step 3 Russesses rentry Are computing the form click the poly button on the right to proceed. Your information will be available Step 3 Russesses rentry Submission linstructions Step 4 Receiption Submission linstructions Step 1 Russ can environ Submission linstructions Submission linstructions Submission linstructions Submission linformation Itsubmer Primary Contact Information Itsubmer Primary Contact Information Itsubmission for the primary contact prism who should receive communication and information for the sequence is someone other than the registering user, select "Yes" below, if the primary contact for the registering user, select "Yes" below, if the primary contact for the registering user, select "Yes" below, if the primary contact for the registering user, select "Yes" below, if the primary contact is is one required information for the application?" Yefn First Name* Middle Name	<u> </u>
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Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select "No" below, if the primary contact for this request is someone other than the registered user, select "No" below, and complete the required information boxes.	
Yes NO	
Pretix First Name" Last Name" Middle Name	I.
john j	
Title / Position	
Email Address* Please enter a valid email address.	
Phone Number*	

RLS User Guide – Commercial Cemetery

Step 2 – Planned Activities

Once you have completed this step, select next icon to the right of your page. Note that if the program determines that there is a problem at this step, it will prompt you to call our office.

Next

Do you have a price list to upload at this time? If "yes", select the green button that says "Add a Price List" and upload your price list.

Note: The Act requires all commercial cemeteries to make itemized price lists of their goods and services available to the public. The price list must be filed with the Registrar of Cemeteries. Each update must be filed as they occur.

Upload signed request by landowner to establish a cemetery, please upload.

Cemetery Event	= *	ji i
Step 1 Application for Cemetery, Columbarium or	Step 2 Planned Activities	500
Step 2 Planned Activities	FCAA	0 1 1 2
Step 3 Business Entity		Arthur
Step 4	After completing the form click the proceed by button on the right to proceed. Your information will be saved. 122428-00 - John Dee	0
	Cemetery, Columbarium or Mausoleum	
	Is your cemetery / columbanum / mausoleum a for-profit business?*	
	Yes No	
	Do you offer services for sale on a pre-need basis?"	1
	Yes No	
	Upload a pre-need contract* Upload File	
	The Cemeteries Act - see sections 30-38	
	The Cemeteries Regulation - see sections 10- 17	
	Based on your answers, your planned activities are those of a commercial cemetery, columbanium or mausoleum. Is this correct?*	
	Yes No	
	Fiscal year-end." DD-Mon-YYYY	
	Example: (DD-Mon-YYYY)	
Please upload your bylaws	👔 Upload File	
Do you have a price list to upload at t	this time?	
Yes No		
The Act requires all commercial cemeter	ries to make itemized price lists of their goods and services available to the public. The price list must be filed with the Registrar of Ceme update must be filed as they occur.	eteries. Each
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Upload cemetery price list	▲ Upload File	
	Add another Price List	
Price List of items sold by the comme		
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Upload signed request by landowner	to establish a cemetery*	i

Step 3 - Business Entity

Select the type of business entity (i.e. Corporation, Partnership, Sole Proprietor).

If a corporation, provide the following:

- Corporation name (Entity name) as listed with the Information Services Corporation
- Information Services Corporation (ISC) Registration Number (called the entity number)
- An uploaded ISC Corporate Registry Profile Report
- The names of all corporate officers/director's responsible for the Saskatchewan operation

If a partnership, provide this information:

- Partnership name (Entity name)
- ISC Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the names of each member of the partnership (if applicable, this includes the ISC number for partner of the partnership that are corporations). The information you provide about the members of your partnership should correspond to the information registered with ISC.

If a sole proprietor, provide this information

- Information Services Corporation (ISC) registered business name (Entity name) and Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the legal (i.e. birth) name of the sole proprietor

Once the type of business entity has been selected:

Will you conduct business as a cemetery under any other business/operating name(s)? If "Yes" provide the operating name, ISC Registration number and upload the ISC Profile Report of the Business name. You can "add another 'operating name' for your organization" by selecting the green button. Otherwise, say "No".

Please provide the mailing address where you would like to receive any print correspondence related to this application. Provide the following information:

- Mailing address
- Street/P.O. Box
- City/town/village
- Canadian Postal Code
- Province/State

Is the mailing address you have provided appropriate for the service of legal documents? (address for service must be in Saskatchewan). Select "Yes' or if you select "No", please provide the following information:

- Name of company
- Street/P.O. Box
- City/town/village
- Province
- Canadian Postal Code

netery Event			
ep f	Corporation name (Entity name)*	Corporate name as registered with ISC	
oplication for Cemetery, Columbarium or	ISC registration number (Entity number)*		
ep 2 anned Activities	Please upload the ISC Corporate Profile Report*	1 Upload File	
ep 3 Isiness Entity		Click here to view an example of an ISC Corporate Profile Report.	
ep 4 scation	Please provide the names of all corporate officers responsible for 5	If you do not have your ISC Corporate Profile Report please go to https://www.ise.ca to obtain it. Saskatchewan:	
ep 5 litability for Licensing	Name of Officer or Director*		×
ep 6 Inclaration	e Ad	id another Officer or Director Record	
	Does your corporation have additional officers, other than those listed above?*	Yes No	
	Will you conduct business as a cemetery under any other business/operating name(s)?*	Yes No	
	Mailing Address Information		
	Mating Address Lookup	Piease enter address to search. Naving brouble finding your address? Enable Manual Entry	
	Street/P.O. Box*		
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Next

Step 4 – Location

Provide locations(s) of the cemetery, columbarium or mausoleum. Include the land location and rural municipality number. When providing the name of your cemetery, columbarium or mausoleum please indicate the name it will be known by in the community.

Location Type – Please select Cemetery / Columbarium or Mausoleum Name of cemetery (indicate the name it will be known by in the community Please upload Land Title Certificate Please upload letter from the municipality

How would you like to provide the location of your cemetery / mausoleum / columbarium? Select either Civic or Legal land description.

Do you wish to provide GPS coordinates? If "Yes" please provide what they are. Otherwise say "No"

Please upload your plot plan.

A plan is to be drawn in accordance with *The Cemeteries Act and Regulation*. For a summary of these regulations see <u>Guidelines</u> Plans with plots greater than 12 plots must be drawn by a qualified surveyor. You may upload a copy electronically using this plan by clicking the 'upload file' button. If you are unable to provide the file electronically, please submit <u>two paper copies</u> of the required plan to:

Financial and Consumer Affairs Authority Consumer Protection Division 500 - 1919 Saskatchewan Drive Regina, Saskatchewan S4P 4H2

To ensure proper processing **please include the reference number [i.e. the submission number]** on the paper copies being submitted.

Note that if you are submitting plans for more than one location, you may include all required plans in the same envelope.

Upload a picture of Cemetery /columbarium/mausoleum

Select the green button to add another location of cemetery / columbarium/mausoleum

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ation for Cemetery, Columbarium or	 Step 4 Location of Cemetery, Columb 							
2 red Activities	FCAA							
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5 bility for Licensing	Cemetery, Columbarium or Mausoleum Lo	cation Details						
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	Location Type*		Cemetery Columbariu	m				
	Name of cemetery*					1		
	Land Title Certificate*		1 Upload File					
	Please attach your letter from the municipa	ality	1 Upload File			1		
How would you like to provide masoleum / columbarium?*	e the location of your cemetery /	Civic						
masoleum / columbarium?"		O Legal Land	Description					
Quarter*	Section*	Township*		Range*	Meridian*			
0								
Rural Municipality name*	coordinates?	Yes No	Rural Municipality	number*				
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Please upload your plot plan		regulations seeGu surveyor. You may	idelines. Plans w upload a copy ele	ith plots greater than 12 p ectronically using this plar	and Regulation. For a sumn olots must be drawn by a qua n by clicking the 'upload file' <u>paper copies</u> of the required	alified button. If you		
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		Note that if you an the same envelop		for more than one locatio	on, you may include all requi	ired plans in		
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Step 5 – Suitability for Licensing

The Regulations require that applicants submit evidence of their suitability for licensing. If your license application is approved, you may be required to update this evidence periodically to ensure continued compliance.

Indicate if the sole proprietor, partners or corporation had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if "Yes" please provide details.

Indicate if any of the sole proprietor, partners or corporate directors (with responsibility for Saskatchewan) have been convicted of a criminal offence. If "yes" provide details.

Provide Criminal Record Checks (CRC) for the following individuals, a list of people will appear. You will need to provide the following.

- First Name and Last Name
- Indicate whether you have a criminal record check to upload. If yes, upload the document. If no, you must provide a reason why.

Note that unless otherwise requested, a CRC is required for new applications only or if a one of the individuals listed has been convicted of a criminal activity since licensing. For clarity, the CRC is required for the directors/officers who have responsibility for the Saskatchewan operation.

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at <u>FCAA411</u>, by selecting the "credit Reporting agencies" under the "licensing type" tab and click the search tab (note only CRC's from licensed on-line providers are accepted). For your convenience, there is a list at <u>the Credit Reporting</u> web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.

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r cation for Cemetery, Columbarium or	7 The Regulations require that applicants submit evidence of their suitability for licensing. If your license applicati continued compliance	on is approved, you will be required to update this evidence periodically to ensure
2 ned Activities		
3 ness Entity	122428-00 - John Doe	
4 Ition	Licensing History During the past ten years, has any directorromcer of the corporation had a business licence refused, suspended or cancelled under the Yes No	
5 ability for Licensing	law's of any province, tentory, state, or country?* Please provide details:*	
6 aration	Please describe the circumsta Cemetery Licensing	inces and provide any information that might be relevant to the director of
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	If a criminal record check (CRC) is required, you may request one from an online CRC provider as lon may determine if they are licensed in Saskatchewan at FCALL by selecting "credit reporting agent only CRC's from licensed on-line providers are accepted). For your convenience, there is a listing at the selection.	cles" under the "licensing type" tab and clicking the search tab (note
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Next

Step 6 – Declaration

Read the declaration and if in agreement click "I Agree". Select "next" icon to the right of your page and the "Step 6 – Payment" will appear.



Cemetery Event		
Step 1 Application for Cemetery, Columbarium or	Step 6 Declaration	
Step 2 Planned Activities		
Step 3 Business Entity	After completing the form click the 🛹 button on the right to proceed. Your information will be saved.	
Step 4 Location		
Step 5 Suitability for Licensing	Declaration	
Step 6 Declaration	I, the undersigned, an authorized representative of the applicant do solemnly declare. That the information and documents provided in support of this application are complete and truthiu in all respects. That the information has completed with the requirement of the laws of Saskatchewan to which it has applied for a licence and hereby undertakes to notify the Directo intercellately of any material change which might affect this application. I understand that this includes changes to name, address, covership, directors, and author officials. That the applicant agrees to be bound by the forgoing promise throughout the term of any licence granted by virtue of this Application. That the information provided by me in this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing information may result in sanctions.	ized
	Applicant Name Dated	
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Step 7 – Payment

Step 1 Columbarium or Columbarium or Step 2 Planned Activities Columbarium or Step 3 Columbarium or Columbarium or Step 4 Columbarium or Columbarium or Step 4 Columbarium or Columbarium or Step 5 Columbarium or Columbarium or Step 4 Columbarium or Columbarium or Step 5 Columbarium or Columbarium or	Order Details Order Description: 12242-00 - Cerneteries New Applic Item Details: Description Cerneteries New Conce			Merchant Name: FCAA	
Application for Cemetery, Columbarium or O Step 2 Planned Activities Step 3 Step 4 Cocation Step 5 Step 5	Order Details Order Description: 122428-00 - Cemeteries New Applic Item Details: Description			Merchant Name: FCAA	
Step 2 Vanned Activities Value and Activitities Value and Activities Value and Activ	Order Description: 122428-00 - Cemeteries New Applic Item Details: Description			Merchant Name: FCAA	
Iten and Activities	122428-00 - Čemeteries New Applic Item Details: Description			Merchant Name: FCAA	
ep 4 ec ation	Item Details: Description				
ep 4 ec ation	Description			Merchant URL: https://fcaa-ua	I saskatchewan ca/
p 5	Carbon and a Distance of the Article of the				
p 5	Cemeteries New Licence	Product Code	Quantity	Price	Subtotal
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ability for Licensing				GST:	\$0.00
Construction of the Medical Construction of the Construction of th				PST:	\$0.00
06				H\$T:	50.00
laration				Shipping Cost: Charge Total:	\$0.00 \$600.00 (CAD)
7 ment	8 1 2 2			Charge rotat.	1 2000 00 (CAD)
inent .	Payable Information				
		If the n	quired payment of licensing fees by	a credit card is not supported or a	cepted, you will need to
			iternate arrangements by contacting		
			ial and Consumer Affairs Authority ner Protection Division	У	
		500 - 1	919 Saskatchewan Drive SK S4P 4H2		
		Teleph	one: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779	
		Email: Web a	cpdlicensing@gov.sk.ca Idress: www.fcaa.gov.sk.ca/CPD		
		These	alternate payment arrangements may or manual processing of the payment	y delay a review and/or the approv	al of your submission to
			ou contact us please have your "sub		
		Afterwa	irds, we will set your		
		Registi to cont	ation and Licensing system (RLS) fill nue with your	ng status to "Invoice Payment Per	ding" which will allow you
		submis	sion. If you do not contact us, the RL	S system will not permit you to co	tinue with your
				and at the state of the second state	
		Thereafter, you will need to make money order or a cheque	e arrangements to submit pay	ment of the fees through t	ne mail using a
		drawn on a financial institution. N	ote, the associated licensing	invoice, generated from th	e RLS must be
		attached with the			
		cheques or money orders so that invoice is not attched, your	we can associate your payn	nent with the correct subm	ssion. If the
		payment and submission cannot	be processed.		
		The menoy order or shoring shor	d ha mada aut ta tha Minist	or of Finance (Cocketshou	an) and cont
		The money order or cheque show with the RLS invoice to:	iid be made out to the minist	er of Finance (Saskatchew	an) and sent
		Financial and Consumer Affair	s Authority		
		Consumer Protection Division			
		500-1919 Saskatchewan Drive Regina SK S4P 4H2			
		CANADA			

Review and then select "Proceed to Payment" if you are paying by credit card.

numbers will be collected by FCAA RLS.

Fill out the Customer Details section, Payment Method and Payment Details. Select "Process transaction"

New cogation Product Code Quantity Protect Support Statistical Statistical Statistical Support Statistical Statistical Statistical Statistical Support Statistical Statist	Mar	idatory fields marked by *				
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Transaction Amount: \$000.00 (CAD) Order (D: C/P-1872-00) Please consists the following details exactly as they appear on your card. Do not put options or hypothes in the card humber: Card humber: Expiry Date (MMYY): Expiry Date (MMYY):		o Interad Online				
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Please complete the following details exactly as they appear on your card. Do not put sporce or hyphrin in the card number: Card humber: Expiry Date (MMYY): Card Number: Expiry Date (MMYY):						
Card Number: Expiry Date (MMYY): Expiry Date (MMY	Pleas Do no	a complete the following detail	s exactly as they appea	r on your card.	-/	
Expiry Date (MMYY)* mostercard ID Check		Cardholder Name*:			VERIF	IED ISATM
Expiry Date (MMYY)*:		Card Number*:			-	
Click Process Transaction to charge your card. Only click the button once. Using the 'Back', Refresh' or 'Cancel' button after you press the "Process Transaction" button will not stop the transaction from being processed and may result in a clobel charge.		Expiry Date (MMYY)*:				Check
	Click buttor may n	Process Transaction' to charg after you press the 'Process esult in a double charge.	e your card. Only click th Transaction' button will r	he button once. Using not stop the transaction	the Back', Refres	n' or 'Cancel' issed and

Select 'Back to invoice'

Home				L ?
				Back To Invoice - 001872 Print
	Payment for inv	oice - 001872		
	Invoice -	001872		
FCAA				OCT 31, 2019 10:28:1 Order ID: CP-1872-00
Moneris Details:				
Amount: \$500.00 (CAD)	Transaction Type: PURCHASE Cardholder: Test Card Number: ************************************		Response: 01/027 - APPROVE Reference Number: 660109300 Authorization Code: 435921	D*= 0011851530
Order Details				
Order Description: 122428-00 - Cemeteries New Application - CEMETERIES INC.			Merchant Name: FCAA Merchant URL: https://fcaa-uat.	saskatchewan.cai
Item Details:				
Description	Product Code	Quantity	Price	Subtotal
Cemeteries New Licence	1	1	\$600.00	\$600.00
			G\$T:	\$0.00
			PST:	\$0.00
			HST:	\$0.00
			Shipping Cost:	\$0.00
			Charge Total:	\$600.00 (CAD)

At this point, select 'Print invoice' if you require a paper copy.

ep 1 oplication for Cemetery, Columbarium o	• 0	Step 7 Invoice - 00	1872			Status Payment Received			
tep 2 Janned Activities	٥					Print Invoice			
ep 3 Isiness Entity	0	Order Detail	15						
ep.4 Ication	0	Order Descri 122428-00 - 0	ption: Cemeteries New Application - (EMETERIES INC.		Merchant Name: FCAA Merchant URL: https://fcaa-	uat saskatchewan.ca/		
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intracting to creating		Description		Product Code	Quantity	Price	Subtotal		
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yment						P\$T:	\$0.00		
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		Line Number	Date of Payment	Source of Payment	Reference #		Payment Amount		
		1	31-Oct-2019	Moneris	CP-1872-001		\$600.00		
						Amount Paid: Amount Owing:	\$500.00 (CAD) \$0.00 (CAD)		

Your application has now been submitted to FCAA and the "Status" of your application will change to "In Review".

Pavable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

Financial and Consumer Affairs Authority Consumer Protection Division 500 - 1919 Saskatchewan Drive Regina SK S4P 4H2 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779 Email: cpdiicensing@gov.sk.ca Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attched, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

Financial and Consumer Affairs Authority Consumer Protection Division 500-1919 Saskatchewan Drive Regina SK S4P 4H2 CANADA

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APPLICATION STATUS

Once submitted, you will receive a notification email and the status of the application changes from "pending submission" to "in review". Thereafter, you will receive further emails as follows:

- 1. More Information Requested.
- 2. License Approval
- 3. License Rejection

More Information Requested Email - If you receive such an email

- 1. Login to the RLS site
- 2. Select the 'My Pending Submissions' portal
- 3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
- 4. Re-submit on the declaration page.

Licence Approval Email - if you receive such an email

5. Login to the RLS site go to the "My Active Licences/Registration" portal, select your license and then "View License" to view your approved licence. Note any conditions that apply to the licence.

License Rejection Email - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

Once your license has been issued, you will receive notification in your email. Log back into RLS and find your licence under the portal to your right that says, 'My Active Licences/Registration. Click on the + to open the portal and select your licence.



ANNUAL FILINGS/RENEWALS

You are required to file a renewal annually. You will receive a reminder about 30 days prior to this required filing. You will need to login to your account, and go the" My Licenses/Registration that Require Action". Select "Start Renewal/annual Filing"

- o Update any changed information
- Declare the accuracy of the submission
- o Pay the required licensing fee

APPLICATION PORTALS

My Pending Submissions – this portal contains your unfinished applications My Submissions in Review – this portal contains your applications under review with the FCAA My Active Licences/Registration – from this portal you can view your active licenses My Licences/Registration that Require Action – this portal contains your licenses or registrations that require annual filing including any required fee payment.