

RLS Licensing Application Information for Charitable Fundraising Businesses and Campaigns

A user guide to assist Charitable
Fundraising Businesses and Campaigns
using FCAA's Registration and Licensing
System.

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SPECIAL NOTE

Charitable Fundraising Businesses licensing applications, annual licensing renewals/filings, and licence information updates must be submitted to the Registrar, [The Charitable Fund-raising Businesses Act](#), 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. These additional links will also provide value:

- Go to our website (www.fcaa.gov.sk.ca) and navigate to [charitable-fundraising-businesses](#) and location the **RLS Basics Guide**.
- [RLS portal \(https://fcaa.saskatchewan.ca\)](https://fcaa.saskatchewan.ca).

Before You Begin

Welcome to FCAA's Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for and managing Charitable Fund-raising Business licenses.

Note that once licensed, the licensee may not manage or be responsible for a solicitation on behalf of a charitable organization in which it, or an associate, has an interest.

More information about "Charitable Fund-raising Businesses" requirements can be reviewed online at: [Charitable Fundraising Businesses](#).

During this online submission process, you will be required to answer questions about your business activities and to supply verification of your suitability for licensing. If you have any questions about the requirements, we encourage you to contact us at 306-787-5550 or toll-free at 1-877-880-5550 before you begin your submission.

To be licensed as a "Charitable Fund-raising Business" you will need:

- a. To file an application and obtain a license using this RLS procedure
- b. To obtain and maintain a registered business name;
- c. To hold a valid email address;
- d. To provide relevant information (including charity agreements and campaign scripts) when requested;
- e. To provide updates of any change to information provided within 30 days of a change;
- f. To pay an initial application fee and thereafter an annual licensing fee.

Name Registration

All corporations and operating (business) names must be registered with the Corporate Registry of the Information Services Corporation (ISC). Phone 1-866-275-4721 for information on this procedure. Note, if you are a sole proprietor, you will need to register an operating/business name with ISC.

Contact information

Registrar, The Charitable Fund-raising Businesses Act
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: cpdlicensing@gov.sk.ca
Web address: <http://www.fcaa.gov.sk.ca>

General Remarks

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of *The Charitable Fund-raising Businesses Act and Regulations* is available free of charge online at www.publications.saskatchewan.ca or by purchasing a print copy from Publications Saskatchewan at

Telephone: 1-800-226-7302 (Sask. Residents only) 306-787-6894 Fax: 306-798-0835 Email: publications@gov.sk.ca.

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.

Campaigns

Note that you must be already licensed as a "Charitable Fund-raising Business" to file, submit or upload campaign information. If you are not already licensed, please choose "Charitable Fundraising" from the "Select the Licence / Registration".

Once licensed, upload all fund-raising agreements and any campaign information to be used with or on behalf of Saskatchewan charities. For more information, see [Charitable Campaign information](#).

Charitable Fundraising Businesses 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 Charitable Fundraising Businesses

Before You Begin page

The “Before You Begin” page outlines basic information about credit reporting 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 – Primary Contact

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 completed 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.

The screenshot shows the FCAA application interface. On the left is a navigation menu with steps: Step 1 Application for Charitable Fundraising Licence (selected), Step 2 Business Entity, Step 3 Business Location, Step 4 Financial Security, Step 5 Suitability for Licensing, and Step 6 Declaration. The main content area shows 'Step 1 121879-00 - CFR - NEW' and a status box 'Pending Submission'. Below this is a 'Next' button. The form includes 'Submission Information' (Submission Number: 121879-00, Licence Event Type: New Application) and 'Primary Contact Information'. A message box asks for contact info. Below that is a question 'Are you the primary contact person for this application?' with 'Yes' and 'No' buttons. Fields for Prefix, First Name (john), Last Name, Middle Name, Title / Position, Email Address (with a validation error), and Phone Number are present.

Step 2 – 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:

Indicate whether you conduct business as a Charitable Fundraising Business under any other business/operating name(s), select “Yes” and provide the required information or select “No”.

Provide mailing address Information where you would like to receive any print correspondence related to this application.

Indicate if the mailing address you have provided appropriate for the service of legal documents, select “Yes” and provide the address or select “No”.

Once you have completed this step, select the  next icon to the right of your page.

Charitable Fundraising

Step 1
Application for Charitable Fundraising License

Step 2
Business Entity

Step 3
Business Location

Step 4
Financial Security

Step 5
Suitability for Licensing

Step 6
Declaration

Step 2
Business Entity

FCAA

After completing the form click the button on the right to proceed. Your information will be saved.

121879-00 - John Doe

Business Entity Information

Please select the type of business entity as registered with ISC*

Corporation
 Partnership
 Sole Proprietor

Corporation:

Please provide the following information about your corporation:

Corporation name (Entity name)*

ISC Registration Number (Entity number)*

Please upload the ISC Corporate Profile Report*

[Click here to view an example of an ISC Corporate Profile Report.](#)

If you do not have your ISC Corporate Profile Report please go to <https://www.isc.ca> to obtain it.

Please provide the names of all corporate officers/directors responsible for Saskatchewan:

Name of Officer or Director*

+

Does your corporation have additional corporate officers/directors responsible for Saskatchewan, other than those listed above?*

Do you conduct business as a charitable fundraiser under any other business/operating name(s)*?

Annual fiscal year-end*

Mailing Address Information

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

Mailing Address Lookup

[Having trouble finding your address? Enable Manual Entry](#)

Street/P.O. Box*

City*

Postal Code/Zip Code*

Province/State*

Is the mailing address you have provided appropriate for the service of legal documents? (address for service must be in Saskatchewan)

Please provide an address for legal service:

Name of Company

Street/P.O. Box*

City* Province* Postal Code*

Step 3 – Location of Business

Offices utilized for conducting business in Saskatchewan:

- Contact Name
- Branch Office Address
- Phone number, fax number and Email address



Once you have completed this step, select the “next” icon to the right of your page.

A screenshot of the FCAA web application interface. The top navigation bar shows "Charitable Fundraising" and "Step 3 Business Location". A sidebar on the left lists steps 1 through 6, with Step 3 highlighted. The main content area displays the "Business Location" form for "John Doe". The form includes fields for Contact Name, Office Address (with a search dropdown), Street, City, Postal Code, Province, Phone, Fax, and Email. A green "Add another Business Location" button is at the bottom. A vertical toolbar on the right contains icons for Save, Next, Previous, and Action.

Step 4 – Financial Security

Have you obtained a penal bond that meets the requirements specified above? Select yes or No. If you select “No” you will need to describe the circumstances as to why are not able to provide a bond at this time.

Does the bond clearly reference the business name that will appear on your Charitable Fund-raising licence?

- Name of bond issuer
- Bond number
- Bond amount
- Effective date of the bond
- You will need to upload an electronic copy of your bond

Note: As stated in the grey area on this step the original bond signed and sealed by bonding company along with the signatures(s) of director(s) (if corporation), the managing partner (if partnership; or the owner (if sole-Proprietorship) must be mailed to our office. Please ensure the envelope is clearly marked with your application number. In this case: Re: # CFR – 121879-00 (this number can be found at the top left-hand corner of your screen).



Once you have completed this step, select the “next” icon to the right of your page.

The screenshot shows the FCAA Charitable Fundraising application interface. The left sidebar lists steps 1 through 6, with Step 4 'Financial Security' highlighted. The main content area displays instructions for the 'Financial Security' step, including a note about the usual bond amount of \$25,000 and requirements for signing and sealing the bond. A 'Next' button is visible in the top right corner of the application window. Below the application window, a 'Bond Information' section contains a text box with instructions on how to submit the bond and a list of requirements for the bond document.

Financial Security

Unless otherwise required, the usual bond amount is \$25,000.

PLEASE NOTE: Bonding amounts are subject to the Registrar's discretion and depends upon the assessed risk to the public.

The original bond is to be signed and sealed by the insurance company and signed by:

- a Director (if a corporation)
- the Managing Partner (if a partnership)
- an individual (if a sole-proprietorship)

The bond must use the identical wording of the **sample bond** in this guide.

The entire bond must appear on one page.

Please Note: The original bond signed and sealed by bonding company along with the signature(s) of director(s) (if corporation); the managing partner (if partnership); or the owner (if sole-proprietorship) must be mailed to this address.

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

Please ensure the envelope is clearly marked **Re: # CFR-121879-00**

Bond Information

To facilitate the review of your application you are required to submit an electronic copy of your bond. Please note that prior to the approval of your application, our office must receive your original bond by mail.

The bond document must meet the following requirements:

- The bond must be signed and sealed by the insurance company.
- The bond must use the identical wording of the **sample bond**.
- The bond must be signed by a director of the corporation.

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Does the bond clearly reference the business name that will appear on your Charitable Fundraising Licence?*

 Yes No

Name of bond issuer*

Please provide details about your bond

Enter the name of bond issuer

Bond number*

Bond amount*

Effective date of the bond*

DD-Mon-YYYY



Please upload an electronic copy of your bond.*

 Upload File

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 during the past ten years has 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.

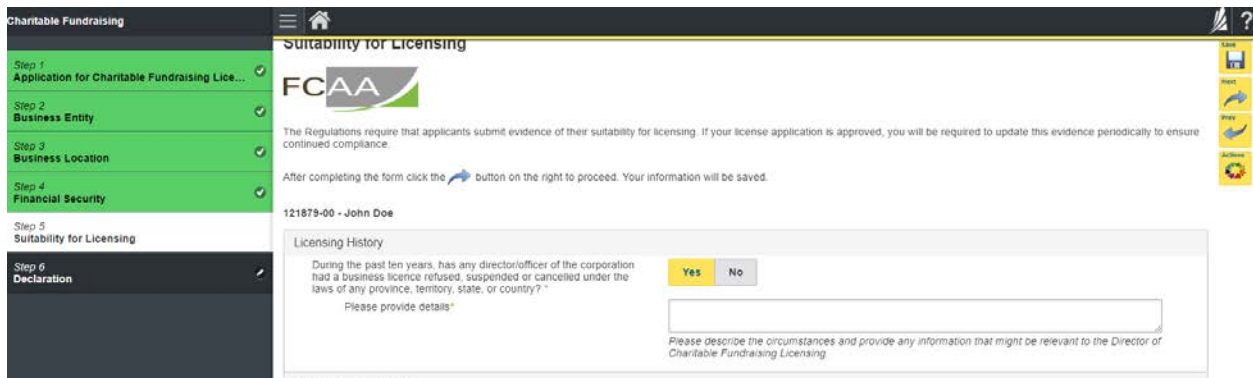
- First Name and Last Name
- Indicate whether you have a criminal record check to upload. If yes, upload the document. If no, you must provide a reason why.

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 [FCAA411](#), by selecting "Charitable Fundraising Businesses" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted).

There is a listing at the bottom of the [Credit Reporting web page](#) that is updated periodically, or contact your local police station, request a CRC and upload with your application when requested.

Once you have completed this step, select “next”  icon to the right of your page.



RLS User Guide - Charitable Fundraising Businesses

Criminal Record Details

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 [FCAA411](#), by selecting "credit reporting agencies" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted). For your convenience, there is a listing at [the Credit Reporting](#) web page that is updated periodically.

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

Has any director or officer of the corporation with the responsibility for the Saskatchewan operation been convicted of a criminal offence?*

Yes

No

Please provide details*

Please describe the offence and provide any information that might be relevant to the Director of Charitable Fundraising Licensing.

Please provide Criminal Record Checks (CRC) for the following individuals:

John Doe



First Name*

Last Name*

Do you have a Criminal Record Check to upload?*

Yes

No

Effective date*

DD-Mon-YYYY




Upload Criminal Record Check*

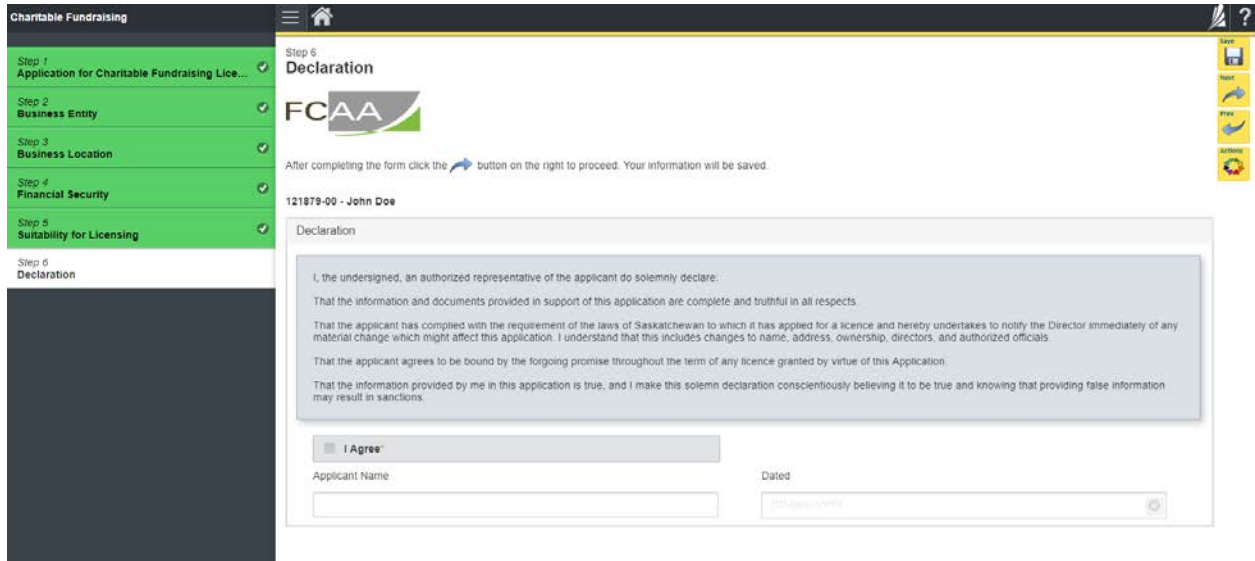
 Upload File


Add another Criminal Record Check



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.



The screenshot displays the 'Charitable Fundraising' application interface. On the left, a vertical sidebar lists six steps: Step 1 (Application for Charitable Fundraising License), Step 2 (Business Entity), Step 3 (Business Location), Step 4 (Financial Security), Step 5 (Suitability for Licensing), and Step 6 (Declaration). Steps 1-5 are marked with green checkmarks, while Step 6 is highlighted in dark grey. The main content area is titled 'Step 6 Declaration' and features the FCAA logo. Below the logo, a message states: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The user's name '121878-00 - John Doe' is displayed. A large text box contains the following declaration text: '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 truthful in all respects. That the applicant has complied with the requirement of the laws of Saskatchewan to which it has applied for a licence and hereby undertakes to notify the Director immediately of any material change which might affect this application. I understand that this includes changes to name, address, ownership, directors, and authorized 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 false information may result in sanctions.' Below the text box is an 'I Agree' checkbox, which is currently unchecked. At the bottom, there are input fields for 'Applicant Name' and 'Dated' (with a date picker set to 2018/08/24).

Step 7– Payment

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

Charitable Fundraising

- Step 1 Application for Charitable Fundraising License... ✓
- Step 2 Business Entry ✓
- Step 3 Business Location ✓
- Step 4 Financial Security ✓
- Step 5 Suitability for Licensing ✓
- Step 6 Declaration ✓
- Step 7 Payment

Step 7 Invoice - 001567

Status
Pending

Print Invoice

Order Details

Order Description: 121879-00 - Charitable Fundraising New Application THE CHARITABLE COMPANY LTD
 Merchant Name: FCAA
 Merchant URL: https://fcaa-ual.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Charitable Fundraising New Licence	1	1	\$600.00	\$600.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				Charge Total: \$600.00 (CAD)

Next

Prev

Payable 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: cpdlicensing@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 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 attached, 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

Payable Information



Proceed to Payment

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. Please note that no full credit card numbers will be collected by FCAA RLS.

RLS User Guide - Charitable Fundraising Businesses

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

QA Merchant 3

Mandatory fields marked by *

Item Details

Description	Product Code	Quantity	Price
Charitable Fundraising New Licence	1	1	\$500.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			Total (CAD): \$500.00

Customer Details

Customer ID: THANKS

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:



Postal Code:


Phone:

Fax:

Payment Method

Please choose a payment method.



Payment Details

Transaction Amount: \$500.00 (CAD)



Order ID: CP-1587-001

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

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 double charge.

Select “Back to Invoice” at the top right corner of the page

Description	Product Code	Quantity	Price	Subtotal
Credit Reporting New Licence	1	1	\$500.00	\$500.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				Charge Total: \$500.00 (CAD)

[Back To Invoice - 001567](#) [Print](#)

Payment for Invoice - 001567
Invoice - 001567



AUG 28, 2019 18:39:44
Order ID: CP-1567-005

Moneris Details:				
Amount: \$600.00 (CAD)	Transaction Type: PURCHASE	Response: 011027 - APPROVED **	Reference Number: 660114080017774180	Authorization Code: 103408
	Cardholder: Test			
	Card Number: *****0007			

Order Details	
Order Description: 121879-00 - Charitable Fundraising New Application THE CHARITABLE COMPANY LTD.	Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:				
Description	Product Code	Quantity	Price	Subtotal
Charitable Fundraising New Licence	1	1	\$600.00	\$600.00
				GST:
				\$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.

Charitable Fundraising
Step 7 Invoice - 001567

Status: **Payment Received**

[Print Invoice](#)

Order Details				
Order Description: 121879-00 - Charitable Fundraising New Application THE CHARITABLE COMPANY LTD.			Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/	
Item Details:				
Description	Product Code	Quantity	Price	Subtotal
Charitable Fundraising New Licence	1	1	\$600.00	\$600.00
				GST:
				\$0.00
				PST:
				\$0.00
				HST:
				\$0.00
				Shipping Cost:
				\$0.00
				Charge Total:
				\$600.00 (CAD)

Payment Details:				
Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	28-Aug-2019	Moneris	CP-1567-005	\$600.00
				Amount Paid:
				\$600.00 (CAD)
				Amount Owed:
				\$0.00 (CAD)

Your payment is confirmed and application has been submitted for Review.

Your payment is confirmed and application has been submitted for Review.

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

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 one or more further emails as follows:

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

More Information Requested Email – If you receive such an email

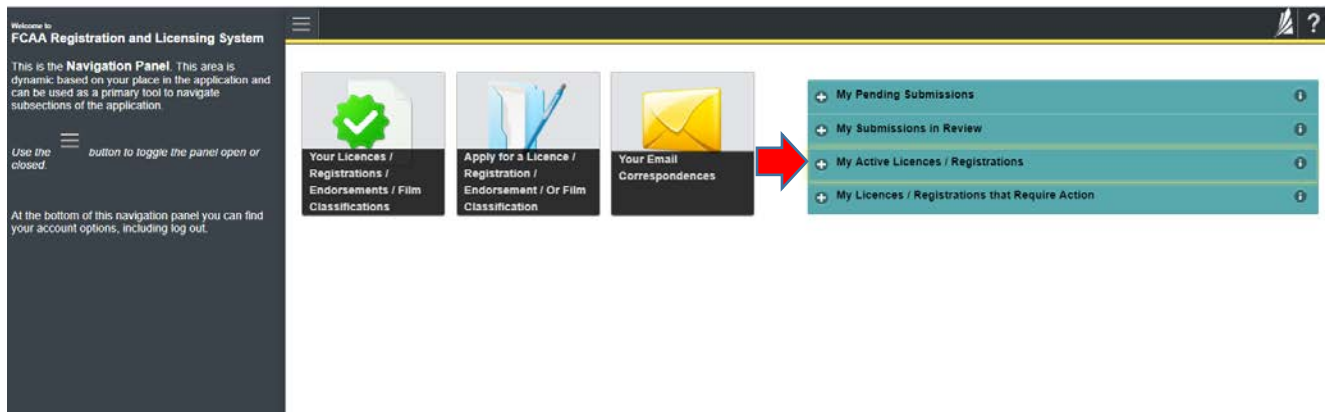
1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view 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.



Campaigns

Once licensed, your screen should look like the one below. You are now ready to enter your campaign information. Select the green portal at the top that says, “create a campaign request.”

The screenshot displays the following interface elements:

- Header:** Search bar with "Start typing to filter...", navigation icons, and user profile icon.
- Left Sidebar:** Menu items: "Charitable Fundraising Licence - 10082", "Licence Events", "Notifications", and "Campaign Folder".
- Main Content Area:**
 - Title:** Charitable Fundraising Licence - 100826 - THE CHARITABLE COMPANY LTD.
 - Logo:** FCAA logo.
 - Status:** Active.
 - Action Menu:** A vertical stack of green buttons: "Create a Campaign Request", "View Licence", "Start Annual Return", "Surrender Licence", and "Provide Information Update". A red arrow points to the "Create a Campaign Request" button.
 - Licence Information:**

Type	Charitable Fundraising
Licence #	100826
Licence Name	THE CHARITABLE COMPANY LTD.
Doing Business as Name	
Date of Issue	29-Aug-2019
Effective Date	29-Aug-2019
Expiry Date	29-Aug-2020
Next Expected Submission	Charitable Fundraising Renewal
Next Expected Submission Date	29-Aug-2020
 - Campaign Requests Table:**

Campaign Requests	Start Date	End Date	Status
No active campaign requests found for this licence.			

Step 1 – Event

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



Once you have completed this step, select “next” icon to the right of your page.

The screenshot shows a web application interface for submitting a campaign. On the left is a dark sidebar with a navigation menu containing "Step 1 Event", "Step 2 Campaign Information", and "Step 3 Declaration". The main content area has a header with "Step 1 122222-00 - CMP - NEW" and a status box on the right that says "Pending Submission". Below the header is the FCAA logo and the text "Charitable Fundraiser: THE CHARITABLE COMPANY LTD.". A message states: "After completing the form click the [Next] button on the right to proceed. Your information will be saved." The form is divided into sections: "Submission Information" with fields for "Submission Number" (122222-00) and "Event Type" (New Application); "Primary Contact Information" with a grey instruction box: "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 'Yes' below; if the primary contact for this request is someone other than the registered user, select 'No' below, and complete the required information boxes." Below this is a question "Are you the primary contact person for this campaign?" with "Yes" and "No" buttons. The "Yes" button is highlighted. There are input fields for "Prefix", "First Name" (John), "Last Name" (Doe), and "Middle Name" (D). Other fields include "Title / Position", "Email Address" (with a placeholder "Please enter a valid email address."), and "Phone Number" (with a placeholder "() - - K -"). On the right side of the form, there are three icons: a "Next" button, a "Back" button, and an "Action" button.

Step 2 – Campaign Information

Provide campaign information by providing:

- The name that the campaign will be known by
- Campaign Start Date
- Campaign End Date

Charitable Organization Address Information:

- Name of Charitable Organization on whose behalf solicitations are to be made.
- Is the Charitable Organization located at a civic or legal land address? Select Civic or Legal Land Description and provide address.
- Phone number
- Fax number and Website are optional fields

Charitable Organization:

- CRA Registration number of the registered charity on whose behalf solicitations are to be made.
- The jurisdiction in which contributions will be used.
- List the Saskatchewan location where the campaign is to be carried out.

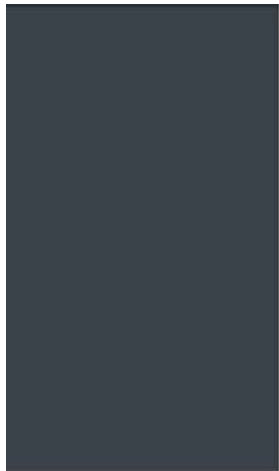
Documentation:

- Upload campaign agreement made with the charity
- Will there be representatives making door-to-door solicitations for this campaign? If Yes, upload the identification card to be worn by representative or select No.
- Please upload any publication or other information that will be provided to persons being solicited.
- Please upload any telephone script that will be used in making solicitations
- Are there any other documents you wish to upload at this time? If Yes, add the document name and upload the document or select No.



Once you have completed this step, select “next” icon to the right of your page.

A screenshot of a web application interface for "Campaign Information". The interface has a dark sidebar on the left with a navigation menu showing "Step 1 Event", "Step 2 Campaign Information" (highlighted), and "Step 3 Declaration". The main content area has a header with "Step 2 Campaign Information" and the FCAA logo. Below the header, it says "Charitable Fundraiser: THE CHARITABLE COMPANY LTD." and "After completing the form click the [Next] button on the right to proceed. Your information will be saved." The form itself is titled "Campaign Information" and contains several fields: a text field for "Please provide a name that the campaign will be known by*", two date pickers for "Campaign Start Date:" and "End Date:" (both in DD-Mon-YYYY format), and a section for "Charitable Organization Address Information" with a text field for "Name of Charitable Organization on whose behalf solicitations are to be made:" and a dropdown menu for "Is the Charitable Organization located at a civic or legal land address?" with options "Civic" and "Legal Land Description". On the right side of the form, there is a vertical toolbar with icons for "Home", "Next", "Previous", "Cancel", and "Help".

	Phone*	<input type="text" value="() - -"/>	Fax	<input type="text" value="() - -"/>	Website	<input type="text"/>
	Charitable Organization					
	BN/Registration Number of the Registered Charity on whose behalf solicitations are to be made:*		<input type="text"/>			
	The charitable purpose for which contributions will be used:*		<input type="text"/>			
	The jurisdiction in which contributions will be used:*		<input type="text"/>			
List the Saskatchewan locations where the campaign is to be carried out:*		<input type="text"/>				
		<i>Please list all cities that you will be carrying out this campaign.</i>				
Documentation						
Campaign agreement*		<input type="button" value="Upload File"/>				
Will there be representatives making door-to-door solicitations for this campaign?*		<input type="button" value="Yes"/> <input type="button" value="No"/>				
Please upload any publication or other information that will be provided to persons being solicited		<input type="button" value="Upload File"/>				
Please upload any telephone script that will be used in making solicitations		<input type="button" value="Upload File"/>				
Are there any other documents you wish to upload at this time?*		<input type="button" value="Yes"/> <input type="button" value="No"/>				

Account - THANKS

Step 3 – Declaration

Read the declaration and if in agreement click “I Agree”. Select green “Submit” button on the bottom of page.

Campaign Event

Step 1 Event ✓

Step 2 Campaign Information ✓

Step 3 Declaration

Step 3 Declaration

FCAA

Charitable Fundraiser: THE CHARITABLE COMPANY LTD.

After completing the form click the button on the right to proceed. Your information will be saved.

122222-00 - CHILDREN'S FOUNDATION

Declaration

I, the undersigned, an authorized representative of the applicant do solemnly declare:

That the information and documents provided in support of this submission are complete and truthful in all respects.

That the applicant has complied with the requirement of the laws of Saskatchewan that apply with respect to this submission and hereby undertakes to notify the Director immediately of any material change which might affect this submission.

That the applicant agrees to be bound by the forgoing promise throughout the term of any approvals granted by virtue of this submission.

That the information provided by me in this submission is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

I Agree

Applicant Name

Dated

Submit

Your submission has now been sent to FCAA.

Campaign Event

Step 1 Event ✓

Step 2 Campaign Information ✓

Step 3 Declaration

Step 3 Declaration

FCAA

Charitable Fundraiser: THE CHARITABLE COMPANY LTD.

After completing the form click the button on the right to proceed. Your information will be saved.

122222-00 - CHILDREN'S FOUNDATION

Declaration

I, the undersigned, an authorized representative of the applicant do solemnly declare:

That the information and documents provided in support of this submission are complete and truthful in all respects.

That the applicant has complied with the requirement of the laws of Saskatchewan that apply with respect to this submission and hereby undertakes to notify the Director immediately of any material change which might affect this submission.

That the applicant agrees to be bound by the forgoing promise throughout the term of any approvals granted by virtue of this submission.

That the information provided by me in this submission is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

Yes

Applicant Name

Dated

Please note that our office has received your submitted application. Our office will be in contact with you if further information is required. Thank you.

Back to Home

Account - THANKS

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 to the "My Licences/Registration that Require Action". Select "Start Renewal/annual Filing"

- Update any changed information
- Declare the accuracy of the submission
- 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 licences

My Licences/Registration that Require Action – this portal contains your licences or registrations that require annual filing including any required fee payment.