

RLS Licensing Application Information for Commercial Cemeteries

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

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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 (www.fcaa.gov.sk.ca) and navigate to [Cemeteries](#) webpage to find the link to the General RLS User Guide.
- [RLS portal](https://fcaa.saskatchewan.ca) (<https://fcaa.saskatchewan.ca>).

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 [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) 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 [The Funeral and Cremation Services Act and Regulations](#). These rules are administered by the Funeral and Cremation Services Council of Saskatchewan please contact them for information at <http://www.fcscs.ca/>.

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](tel:1-866-275-4721) 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, [The Cemeteries Act](#)
Financial and Consumer Affairs Authority
Consumer Protection Division
500 - 1919 Saskatchewan Drive
REGINA SK S4P 4H2
Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel: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 Cemeteries 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](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-0835](tel: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.

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.

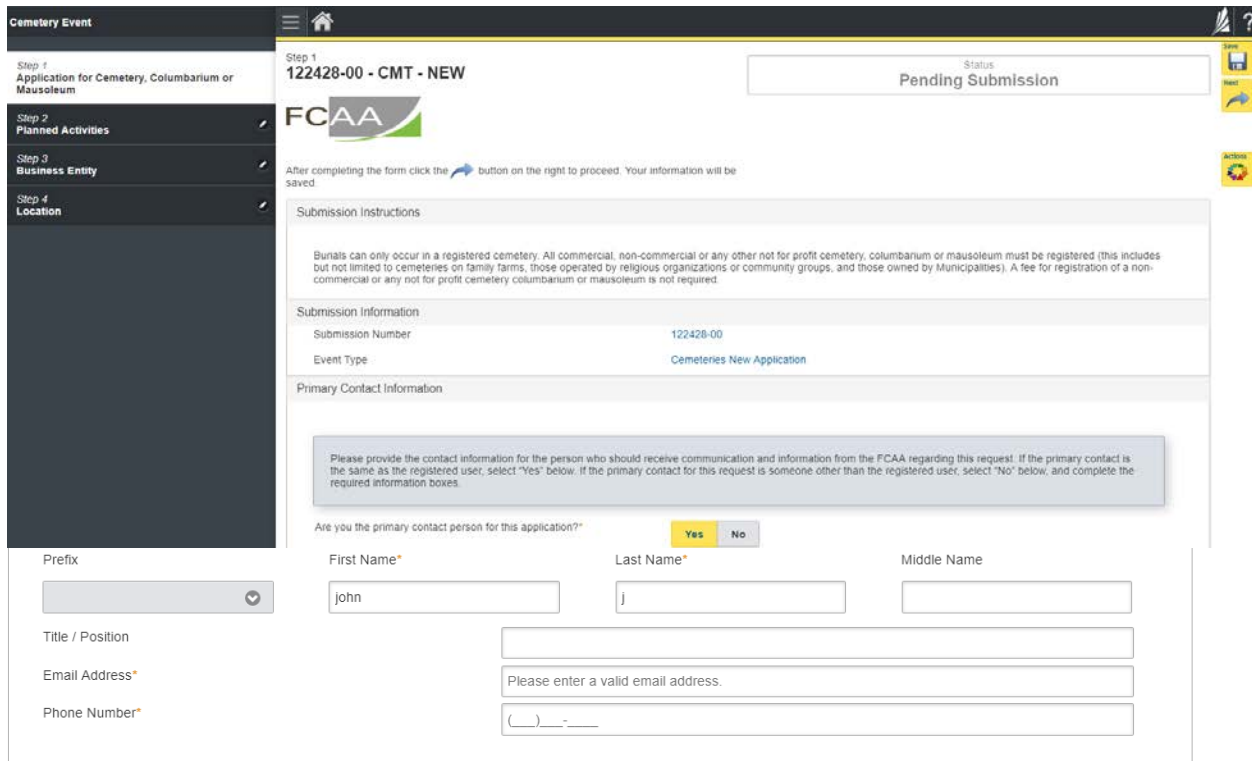
If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

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.



The screenshot displays the FCAA application interface. On the left is a navigation sidebar with steps: Step 1 (Application for Cemetery, Columbarium or Mausoleum), Step 2 (Planned Activities), Step 3 (Business Entity), and Step 4 (Location). The main content area is titled 'Step 1 122428-00 - CMT - NEW' and shows a 'Pending Submission' status. It includes submission instructions, submission information (Submission Number: 122428-00, Event Type: Cemeteries New Application), and primary contact information fields. A question asks 'Are you the primary contact person for this application?' with 'Yes' and 'No' buttons. Below are input fields for First Name (john), Last Name (j), Middle Name, Title / Position, Email Address (with a placeholder 'Please enter a valid email address.'), and Phone Number (with a placeholder '() - -').

Step 2 – Planned Activities

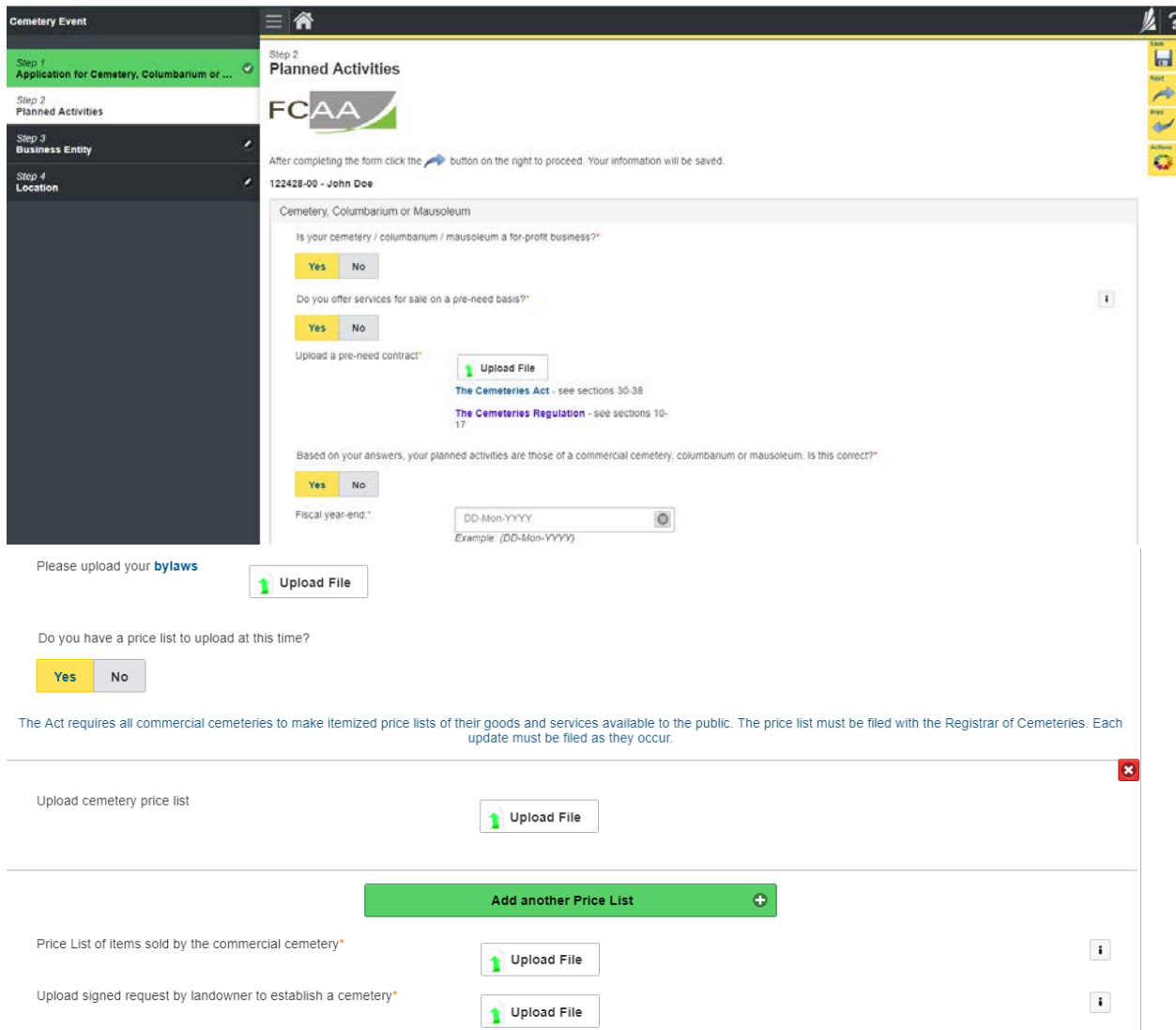


Once you have completed this step, select  next icon to the right of your page. Note that if the program determines that there is a problem at this step, it will prompt you to call our office.

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

Step 1: Application for Cemetery, Columbarium or ... ✓


Step 2: Planned Activities

Step 3: Business Entity

Step 4: Location

Step 2: Planned Activities

FCAA

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

122428-00 - John Doe

Cemetery, Columbarium or Mausoleum

Is your cemetery / columbarium / mausoleum a for-profit business?*

Yes No

Do you offer services for sale on a pre-need basis?*

Yes No

Upload a pre-need contract*

[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, columbarium or mausoleum. Is this correct?*

Yes No

Fiscal year-end:**

DD-Mon-YYYY

Example: (DD-Mon-YYYY)

Please upload your [bylaws](#)

Do you have a price list to upload at this time?

Yes No

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 cemetery price list

Price List of items sold by the commercial cemetery*

Upload signed request by landowner to establish a cemetery*

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



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

Cemetery Event

- Step 1 Application for Cemetery, Columbarium or ... ✓
- Step 2 Planned Activities ✓
- Step 3 Business Entity
- Step 4 Location ✓
- Step 5 Suitability for Licensing ✓
- Step 6 Declaration ✓

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 responsible for Saskatchewan:

Name of Officer or Director*

Does your corporation have additional officers, other than those listed above?*

Will you conduct business as a cemetery under any other business/operating name(s)*?

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*

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)*

Please provide an address for legal service:

Name of Company

Street/P.O. Box*

City*

Province*

Canadian Postal Code*

Step 4 – Location

Provide location(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 [Guidelines](#) 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 two paper copies 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





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

Cemetery Event

- Step 1 Application for Cemetery, Columbarium or ... ✓
- Step 2 Planned Activities ✓
- Step 3 Business Entity ✓
- Step 4 Location
- Step 5 Suitability for Licensing
- Step 6 Declaration

Step 4
Location of Cemetery, Columbarium or Mausoleum



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

122428-00 - John Doe

Cemetery, Columbarium or Mausoleum Location Details

Provide location(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*

Name of cemetery*

Land Title Certificate*

Please attach your letter from the municipality

Cemetery
 Columbarium
 Mausoleum

How would you like to provide the location of your cemetery / mausoleum / columbarium?*

Quarter*

Section*

Township*

Range*

Meridian*

Rural Municipality name*

Rural Municipality number*

Do you wish to provide GPS coordinates?

GPS coordinates

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 [Guidelines](#). 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 two paper copies 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 122428-00** 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.

Home

Next

Prev

Back

Help

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 [FCAA411](#), 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 [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.



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

Cemetery Event
?

Step 1 Application for Cemetery, Columbarium or ...

Step 2 Planned Activities

Step 3 Business Entry

Step 4 Location

Step 5 Suitability for Licensing

Step 6 Declaration

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

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

122428-00 - John Doe

Licensing History

During the past ten years, has any director/officer of the corporation had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country? Yes No

Please provide details:*

Please describe the circumstances and provide any information that might be relevant to the director of Cemetery Licensing.

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 [ESAA&11](#) 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 Cemetery 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

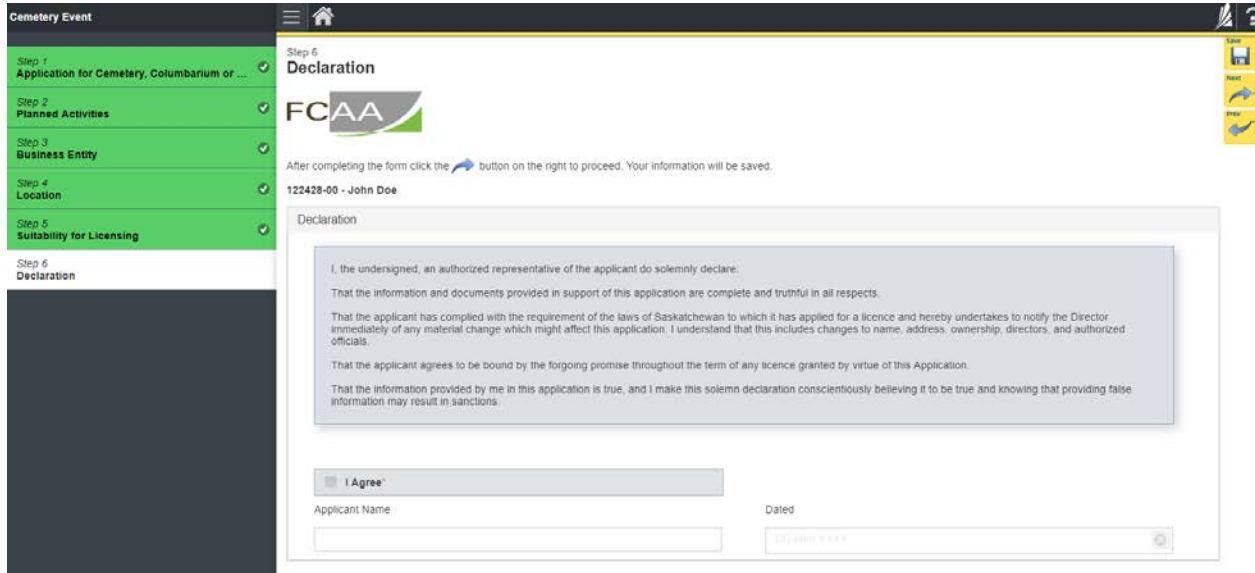
Effective date*

Upload Criminal Record Check*

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.




Cemetery Event

- Step 1 Application for Cemetery, Columbarium or ... ✓
- Step 2 Planned Activities ✓
- Step 3 Business Entity ✓
- Step 4 Location ✓
- Step 5 Suitability for Licensing ✓
- Step 6 Declaration

Step 6 Declaration

FCAA

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

122428-00 - John Doe

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 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.

I Agree

Applicant Name:

Dated:

Step 7 – Payment

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

Cemetery Event

- Step 1 Application for Cemetery, Columbarium or ...
- Step 2 Planned Activities
- Step 3 Business Entity
- Step 4 Location
- Step 5 Suitability for Licensing
- Step 6 Declaration
- Step 7 Payment

Order Details

Order Description: 122428-00 - Cemeteries New Application - CEMETERIES INC.

Merchant Name: FCAA
Merchant URL: https://fcaa-ual.saskatchewan.ca/

Item Details:

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

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: cplicensing@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



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.*

Proceed to Payment

RLS User Guide – Commercial Cemetery

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
Cemeteries New Licence	1	1	\$8900.00

Shipping:	\$0.00
GST:	\$0.00
PST:	\$0.00
HST:	\$0.00
Total (CAD):	\$9000.00

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: \$9000.00 (CAD)



Order ID: CP-1872-001

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.

RLS User Guide – Commercial Cemetery

Select 'Back to invoice'

Payment for Invoice - 001872
Invoice - 001872

OCT 31, 2019 10:28:10
Order ID: CP-1872-001

Moneris Details:
Amount: \$600.00 (CAD) Transaction Type: PURCHASE
Cardholder: Test Card Number: ****0007 Response: 01/027 - APPROVED * =
Reference Number: 660109300011851530
Authorization Code: 435921

Order Details
Order Description: 122428-00 - Cemeteries New Application - CEMETERIES INC. Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Cemeteries 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.

Cemetery Event

Step 1 Application for Cemetery, Columbarium or ... ✓
Step 2 Planned Activities ✓
Step 3 Business Entity ✓
Step 4 Location ✓
Step 5 Suitability for Licensing ✓
Step 6 Declaration ✓
Step 7 Payment

Step 7 Invoice - 001872

Status: Payment Received

Print Invoice

Order Details
Order Description: 122428-00 - Cemeteries New Application - CEMETERIES INC. Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Cemeteries 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	31-Oct-2019	Moneris	CP-1872-001	\$600.00

Amount Paid: \$600.00 (CAD)
Amount Owng: \$0.00 (CAD)

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".

RLS User Guide – Commercial Cemetery

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

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

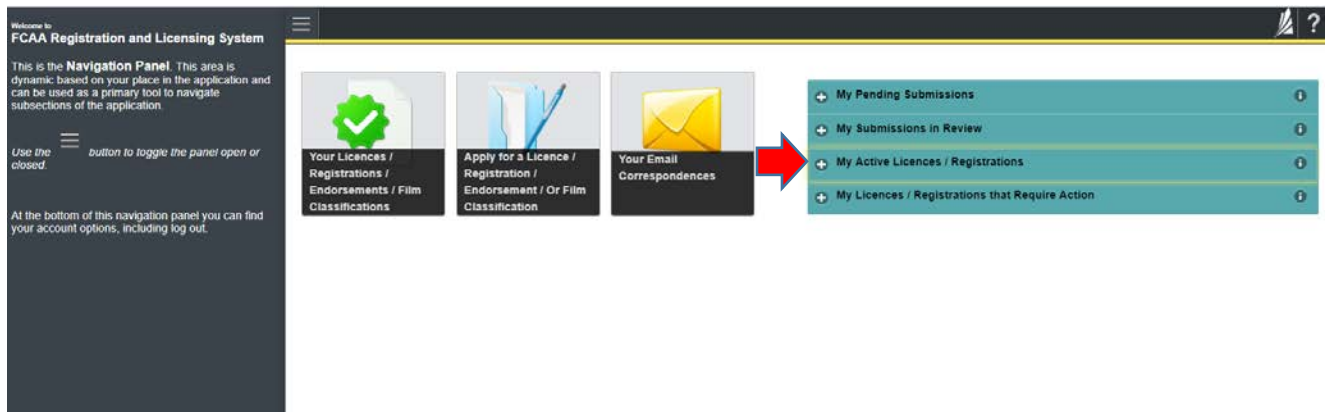
1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view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

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