

Instructions for corporations – Request for information

Your corporation can send this template to its individuals with significant control (ISC), its shareholders and any other person that the corporation has reasonable grounds to believe may have relevant knowledge on an ISC, or of another person who may have relevant knowledge on such an individual.

Note: This template may need to be adjusted according to your corporation's situation. It is not meant to cover all scenarios.

How to use this template

1. Add recipient information on page 1.
2. Add the corporation's name where indicated in paragraphs 1 and 3.
3. On the last page, add the corporation's address or email address where this request for information needs to be returned to.
4. Send this request for information to:
 - a. ISCs of the corporation;
 - b. shareholders of the corporation; and
 - c. any other person that the corporation has reasonable grounds to believe may have relevant knowledge with respect to an ISC, or of another person who may have relevant knowledge about an ISC.
5. Once the completed requests for information are returned to you, record the ISC information in the corporation's ISC register and/or contact the person(s) indicated in Part C, as applicable.

Reminder: don't forget to file the ISC information with Corporations Canada annually and within 15 days of a change in your ISC register. You can file it on Corporations Canada's [Online Filing Centre](#).

Request for information – Individuals with significant control

[Recipient information]

In accordance with the *Canada Business Corporations Act*, [Corporation name] is required to maintain a register of individuals with significant control (ISC register).

An individual with significant control (ISC) is someone who owns or controls a corporation. This individual:

- owns, controls or directs 25% or more of shares individually, jointly or in concert with one or more individuals;
- has control in fact over the corporation without owning any shares; or
- meets a combination of any of these factors.

You are receiving this request for information because:

- you are listed as an ISC in the corporation's ISC register;
- you are a shareholder of the corporation; or
- the corporation has reasonable grounds to believe that you may have relevant knowledge on an ISC or on another person who may have relevant knowledge on an ISC.

As of January 22, 2024, [Corporation name] is required to file the information about its ISCs with Corporations Canada. Some of the ISC information will be made available to the public.

The ISC information provided in Part B will be filed with Corporations Canada and **the following ISC information will be made public on Corporations Canada's website:**

- full legal name;
- residential address (**Note:** If you do not want your residential address being made public, you must provide an address for service in Part A and the address for service will be made public instead);
- start date of control (for example, the date on which 25% or more of the shares were purchased);
- end date of control, if applicable (for example, the date on which you sold their shares); and
- description of how you are an ISC.

Learn more on the [ISC register](#).

You must provide the corporation with the following information as soon as feasible and to the best of your knowledge:

Part A (must be completed by you)

Confirm whether or not you are an ISC of the corporation:

- I confirm that I am an ISC of the corporation. **(If yes, you must complete Part B below.)**
- I confirm that I am not an ISC of the corporation because:
 - I am not an individual; **or**
 - I do not own, control or direct 25% or more of shares individually, jointly or in concert with one or more individuals; I do not have control in fact over the corporation; and I do not meet a combination of any of these factors.

Part B (to be completed if you are an ISC)

First name:

Middle name:

Last name:

Date of birth
(YYYY-MM-DD):

Countries of citizenship:

Countries where you are
considered a resident for tax
purposes:

Residential address:

(Note: This will be public
unless you provide an
address for service.)

Address for service:

(Note: Only required if you do
not want your residential
address being made public
on Corporations Canada's
website.)

Start date of control (YYYY-
MM-DD):

(For example, the date on
which you purchased 25% or
more of the shares.)

End date of control,
if applicable (YYYY-MM-DD):

(For example, the date on
which you sold your shares.)

Type of interest or control

- I own, control or direct 25% or more of shares.
- I have [control in fact](#).
- I have a combination of shares and control in fact.

Additional information can be provided here:

Directly or indirectly

- Directly
- Indirectly
- Both directly and indirectly

Individually, jointly or in concert

- Individually
- Jointly
- In concert

Percentage interest

Please provide specific percentage interest:

Part C (must be completed by you)

Do you have any contact information on any other ISC or person who may have relevant knowledge on an ISC?

- Yes

Please provide the contact information:

- No

The person who fills in this request for information must return it to the following address:

[Address]