
GUIDE TO FIRM RENEWAL



CPA

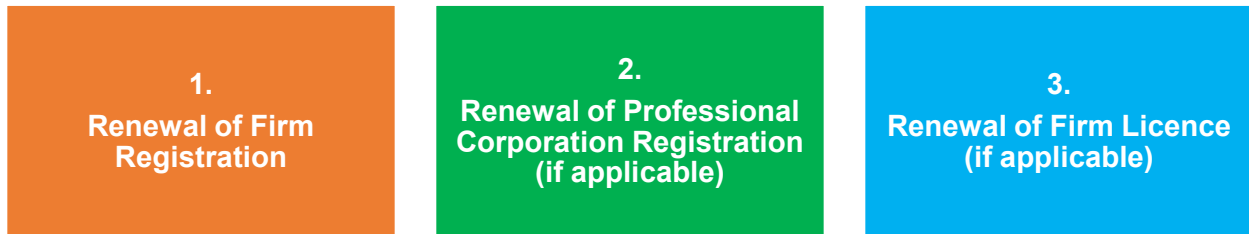
CHARTERED
PROFESSIONAL
ACCOUNTANTS
SASKATCHEWAN

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WHY IS FIRM RENEWAL REQUIRED?

Annual firm renewal begins on November 1 of every year and is required under Regulatory Bylaw 10.4. Registered firms with CPA Saskatchewan renew on a calendar year basis. All firm permits and licences are effective from January 1 until December 31 of every year.

Annually, firm renewal involves:



For clarity, **firm registration** and **firm licensure** are wholly separate means of firm regulation.



Effective for year ends on or after December 14, 2021, the Canadian Standard on Related Services – Compilation Engagements comes into force. All members who are practicing in CSRS 4200 who are not already holding a comprehensive or specified licence must make an application for a compilation licence, pay the associated fees, and register a firm (as applicable).

WHAT ARE THE DATES TO KNOW?

Monday, November 1, 2021	Communication to designated firm contact, with firm professional corporation and firm licence renewal information.
Wednesday, November 17, 2021	First reminder.
Wednesday, December 1, 2021	Late fee warning. Deadline to complete renewal and pay fees. Firms will have thirty (30) days before late fees are issued.
Thursday, December 16, 2021	Final reminder.
Tuesday, January 4, 2022	Late fees issued. Licences that are not renewed are cancelled.

WHAT IS REQUIRED OF THE FIRM?

Before Logging In

The **Designated Firm Contact**, or an **Authorized Representative of the Firm**, must complete the renewal on behalf of the firm. There are seven (7) items that are required before logging in and completing the renewal:

1. Your CPA SK Firm ID as issued to you in the renewal notice.	<input type="checkbox"/>
2. The Authorization to Represent the Firm form signed by the Designated Firm Contact, if a staff person will be completing the renewal on the firm's behalf (please email registrar@cpask.ca for the form).	<input type="checkbox"/>
3. A list of all the firm's current CPAs and CPA Candidates (if applicable).	<input type="checkbox"/>
4. The firm's licensing details from another jurisdiction (if applicable).	<input type="checkbox"/>
5. The professional corporation's Corporate Registry Profile Report from ISC (if applicable).	<input type="checkbox"/>
6. Your firm's Professional Liability Insurance (PLI) policy details.	<input type="checkbox"/>
7. Your payment details if paying by credit card.	<input type="checkbox"/>

HOW IS FIRM RENEWAL COMPLETED?

After Logging In

[Log into your firm account here](#). You will be taken to the landing page that displays a Progress Bar. Click on "Submit Firm Declaration" to begin the firm renewal.



IMPORTANT: You must complete the renewal form in one sitting. Please ensure you have everything ready as listed above BEFORE logging in.

For a firm that is operating as a professional corporation and is also licensed, there are seven (7) steps in total for you to complete. For a firm that is only operating as a professional corporation or is only licensed, there are six (6) steps. For a firm that does not operate as a professional corporation and is not licensed, there are five (5) steps. The below contemplates a licensed, sole practitioner firm operating as a professional corporation:

Step 1 – Firm Information

- a) This section houses the firm's demographic information, such as the name and address of the firm. Please ensure all information recorded here is correct and current.
- b) You are required to select the firm's organization structure and if the firm is currently training any CPA Candidates.
- c) If one of the additional languages you offer services in is not on the dropdown list, please email registrar@cpask.ca to have it added for you.

Step 2 – Firm Roster

- a) This section allows you to confirm, add, or remove anyone from your firm roster. Follow the on-screen instructions to complete your firm roster.
- b) Your firm fees will be calculated based on the totals as displayed under Roster Totals.

- c) Firms do not have the ability to add CPA Candidates. If you must add a new CPA Candidate to your roster or if you cannot find the CPA you are looking for, please contact registrar@cpask.ca to assist you. If you have questions on training candidates, please contact practicalexperience@cpask.ca.



IMPORTANT: If you work at another business full-time and have a registered firm with us, you will need to add yourself (as well as any other partner or CPA Employee) to the firm roster.

- d) Once you have paid for your firm fees, your firm roster will be available for download under My Profile. Click on the Roster tab, then the Export button to download a copy for your records. If you have made changes to your firm roster, please allow 2-3 days for the roster to update.
- e) CPA Saskatchewan will follow up with any CPAs removed from your roster related to their employment information.

Step 3 – Licence Renewal (if applicable)

- a) If you are licensed to practice professional accounting, please ensure the details here are correct and current.
- b) If your firm is performing the practice of professional accounting in more than one other jurisdiction in Canada, please answer “Yes” and provide an expiry of December 31, unless an early date applies.
- c) The information that is populated contains the current licence information from 2021 licences. Please send any changes to licensing@cpask.ca. Once all members within your firm have completed their member licence renewal and their application has been processed, this information will be updated. Firm licence renewals are not processed until all licensed members of the firm have completed their member licence renewal.

Step 4 – Professional Corporation Renewal (if applicable)

- a) If you have made changes to the directors and/or shareholders of the professional corporation, please submit an updated Corporate Registry Profile Report from ISC to registrar@cpask.ca.
- b) If your professional corporation is no longer being used, you must close the corporation. CPA Saskatchewan requires the Certificate of Amendment or Dissolution confirming that the professional corporation is no longer active and that the name has been changed. Please email this to registrar@cpask.ca.
- c) Select the checkbox beside the declaration to complete this section.

Step 5 – Assisting Professional Accountant (if applicable)

- a) **All sole practitioners** are required to appoint an assisting professional accountant to assist with client succession in the event of the appointing sole practitioner’s death or incapacity and name that member to CPA Saskatchewan.

- b) If applicable, you must provide the name to CPA Saskatchewan in order to complete your renewal.

Step 6 – Areas of Practice

- a) Here you can select the services offered by the firm. Please ensure you select **all services** you offer as this information will be displayed on the Find a CPA Firm feature on our website.
- b) Please note that a **licence** is required to perform audit and review engagements.

Step 7 – Professional Liability Insurance (PLI)

- a) This section displays your current PLI information in our records. You may update your provider, policy number, amount of coverage, and effective and expiry date of the policy, as necessary. Please ensure the details entered here are correct and current.
- b) If you have an active policy (i.e. with an expiry date in late 2021 or 2022), or if you have renewed your policy recently, please select “Yes” to the first question and enter your information as necessary.
- c) If you do not have an active policy or if your policy has lapsed, please select “No” to the first question. You will be required to complete a lapse declaration form, which is made available to you on the renewal form.
- d) If you do not have the appropriate amount of insurance coverage, you will be required to complete a lapse declaration form, which is made available to you on the renewal form.

Step 8 – Declaration

- a) You must select each checkbox here to indicate your concurrence with the renewal declaration.
- b) Type your name (i.e. either the designated firm contact or the authorized representative of the firm).
- c) Click Submit to finish your renewal and proceed to payment.

Step 9 – Payment

Type of Renewal Fee	Amount of Fee	GST	TOTAL
Firm Registration per CPA Practice Leader	\$200.00	\$10.00	\$210.00
Firm Registration per CPA Employee	\$150.00	\$7.50	\$157.50
Firm Registration per CPA Candidate	\$125.00	\$6.25	\$131.25
Professional Corporation Fee	\$75.00	\$3.75	\$78.75
Member Licence Fee	\$200.00	\$10.00	\$210.00
Firm Licence Fee	\$75.00	\$3.75	\$78.75



IMPORTANT: Please only click on the Pay Firm Fees button in the Progress Bar if your firm has not been billed yet (i.e. there is nothing present in your cart).

- a) Review your firm fees to ensure they are correct. Click on “Confirm Fees”, then “Proceed to Checkout” to make payment. Please refer to the screenshots attached as *Appendix A*.



IMPORTANT: If you will be paying at a later date, or by cheque or EFT, you must select the following in this order: “Confirm Fees”, “Proceed to Checkout”, “Pay Later”, then “Submit Order”. You do not need to enter anything in the PO number field. Proceed to “Outstanding Invoices” under “My Profile” to view or pay your invoice.

- b) If you have already confirmed your firm fees and selected "Pay Later" on the cart, **DO NOT** click on “Pay Firm Fees” on the Progress Bar. Instead, please proceed to “Outstanding Invoices” under “My Profile”.
- c) Firms interested in paying by EFT must contact [accounting](#) prior to sending the EFT. You may click on the cart at the top of the screen to access the payment page at any time once you have confirmed your fees.
- d) If you require an invoice, please take a screenshot of your fees page. You may also obtain the invoice by following the same steps in (b). Once you have been billed, your invoice will be under the “Outstanding Invoices” tab after you click on “My Profile”.
- e) You may also send a copy of the “Order Confirmation” to another email address. Enter another email address at the bottom of the Order Confirmation page.

Firm renewal is considered complete when all required steps of the renewal are completed, all forms are submitted (as applicable) and payment is received. Please allow approximately 30 days to process the firm renewal application, notwithstanding additional information required to support your renewal.

All information submitted to CPA Saskatchewan in support of the firm renewal is subject to verification or request to provide additional information at the time of renewal.




Need help?

Contact info@cpask.ca or call (306) 359-0272.

Appendix A

Click on Confirm Fees, then Proceed to Checkout.

 This item has been added to your cart

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Licence Fee	200.00	1	200.00
<input checked="" type="checkbox"/> Licence Fee GST	10.00	1	10.00
<input checked="" type="checkbox"/> Professional Corporation Fees	75.00	1	75.00
<input checked="" type="checkbox"/> Professional Corporation Fees GST	3.75	1	3.75

Subtotal 288.75

If you have already confirmed your fees and selected Pay Later on the cart, please proceed to [Outstanding Invoices](#) under [My Profile](#).

To pay now, enter your payment information.

Payment Details

Pay Now Pay Later

Payment amount

288.75

Payment method

Visa

***Name on card**

***Card**

Card number MM/YY CSC Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address

CANADA

[Choose another address](#)

To pay later, leave the PO number field blank and click on Submit Order.

Payment Details

Pay Now Pay Later

PO number

Submit Order

You will receive an Order Confirmation once your firm has been billed.

Order confirmation

CPA Saskatchewan

Suite 101, 4581 Parliament Avenue REGINA, SK S4W 0G3

Order date Thursday, October 21, 2021

Bill to

[REDACTED]

Payment method You will be billed for the balance due - Purchase Order Number .

Sold to

[REDACTED]

CANADA

Item	Quantity	Price	Total
Licence and Prof Corp	1	288.75	288.75

Item total 288.75

TRANSACTION GRAND TOTAL 288.75

A confirmation is being sent to: [REDACTED] Send another copy to

Send

GST #817897382RT0001