

**General Instruction for submission of Claim, Claim Work and Invoice
Survey Monument Restoration Program (SMRP)**

The following general instructions are intended as a guide for surveyors who are submitting a claim to the SMRP.

For details on forms and policy please refer to "Reference Documents" under the "Members Only" site at the Saskatchewan Land Surveyors Web Site www.slsa.sk.ca.

The SMRP has been set up to receive electronic submissions of claims, supporting claim work and invoices to one email address SMRP@isc.ca.

Content requirements for the submission package can be found on the SLSA "members only" site.

To ensure the authenticity and security of the claim, all documents are to be submitted via email to the SMRP address.

Single document submissions may be compressed using the Microsoft word zip utility format.

For submissions that contain multiple documents the packaged documents may be compressed into a zip folder using the Microsoft Windows compatible WinZip compression and archive application. The individual documents are required to be kept as standalone documents and not scanned together to create a single document.

Please contact the SMRP claim administrator if you wish to submit password protected WinZip files.

All invoices must be issued to ISC as follows;


Information Services Corporation
1301 1st Avenue
Regina Sk.
S4R 8H2
Attention: SMRP Claim Administrator

Please note that all correspondence must be via the SMRP email address.

Each claim may have two submissions, firstly for the initial claim application that would secure the funding and then the claim work and invoice submitted after plan approval for survey information. Or the surveyor may choose one submission, submitting the application along with the claim work and invoice after the plan has been approved. In either a completed claim application form is required. For the latter situation the surveyor should check their "Members only site" to ensure that funds are still available for the program year.

Each claim submission (initial application, claim work or final invoice) will be assessed for completeness and validity.

ISC will notify the surveyor upon receipt and upon assessment acceptance of the submission and will notify the surveyor that the claim has been accepted or noting any omissions or deficiencies with the claim, claim work or invoice.



An incomplete submission will result in the claim being suspended at the time of assessment until missing information is submitted. This information can be sent directly to the Claim Administrator through the SMRP email address. Please refer to your “Member only site” for the check list of contents required for a claim or claim work and invoice submission.

Upon approval of survey information on the plan of survey or restoration plan the surveyor can then submit the claim work documentation and final invoice.

Please note that for pre-approved claims the surveyor is requested to make every attempt to complete the work and submit the necessary documentation within the 90 day time period.

Incomplete or late submissions of claim work past the initial 90 day time interval may result in the claim being rejected and funding for the claim being withdrawn and placed back into the SRMP fund for the next claim submission.

ISC will work with the surveyor to expedite claims through the SMRP business process.

The surveyor’s diligence in submitting complete packages, in a timely fashion will be greatly appreciated to ensure that the claim can be processed in a timely fashion.

Any questions regarding the Policy, procedures or forms may be sent to the Claim Administrator via the SMRP email address SMRP@isc.ca.