



## APPLICATION FOR A CERTIFICATE OF AUTHORIZATION FOR A HEALTH PROFESSION CORPORATION

### Instructions and Checklist – Annual Renewal Application

**Incomplete application forms to renew a Certificate of Authorization for a Health Profession Corporation will be returned.**

**The \$262.50 renewal fee must accompany your application form. The fee may be paid by cheque, money order or credit card. (Visa, MasterCard, Amex)**

#### Instructions

Before submitting your application form, please ensure that the following criteria have been met:

1. A Director, who must be a member of the College and authorized to sign on behalf of the Corporation, has signed the application.
2. The same Director who signed the application form has also signed the required Statutory Declaration (Section D).
3. You have obtained all required certificates and certified copies (see checklist).
4. Each shareholder (must be a member of the College) has signed the required undertaking (Section C). Please make as many copies of this form as are required.
5. If more space is required in completing the Renewal Form, you have attached additional pages appropriately labeled.

**The application for a Certificate of Authorization for a Health Profession Corporation is considered incomplete without the following enclosures:**

1.  Signed application form completed by the same Director who signed the statutory declaration (see item 3).
2.  Renewal Fee of \$262.50
3.  Statutory Declaration (Section D) executed by a Director of the Corporation not more than 15 days before the application is submitted to the Registrar.
4.  Original Certificate of Status of the Corporation issued by the Ministry of Government Services not more than 30 days before the application is submitted to the Registrar which indicates that the corporation is active.
5.  Certified copy of the Certificate of Incorporation issued by the Ministry of Government Services.
6.  Certified copy of every Certificate of Corporation that has been endorsed under the *Business Corporations Act* since the corporation's most recent application for a certificate of authorization or for renewal of its certificate of authorization.
7.  Undertaking (Section C) completed by each shareholder of the Corporation.