



APPLICATION FOR A CERTIFICATE OF AUTHORIZATION FOR A HEALTH PROFESSION CORPORATION

INSTRUCTIONS AND CHECKLIST - ANNUAL RENEWAL APPLICATION

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

The \$282.50 (\$250.00 + applicable taxes) 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.

CHECKLIST

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

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| <input type="checkbox"/> 1. Signed application form completed by the same Director who signed the statutory declaration (see item 3). | <input type="checkbox"/> 5. Undertaking (Section C) completed by each shareholder of the Corporation. |
| <input type="checkbox"/> 2. Fee of \$282.50 | <input type="checkbox"/> 6. Only if changes have been made to the Articles of Incorporation, a certified copy of the Certificate of Incorporation issued by the Ministry of Government Services including a certified copy of amended Articles. |
| <input type="checkbox"/> 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. | <input type="checkbox"/> 7. If applicable, a certified copy of every Certificate of Corporation which has been endorsed under the <i>Business Corporations Act</i> since the corporation's most recent application for a certificate of authorization or for the renewal of its certificate of authorization. |
| <input type="checkbox"/> 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. | |