



Instructions and Checklist

Application forms for a Revised Certificate of Authorization for a Health Profession Corporation ("Corporation") that are incomplete may be returned.

You are reminded that the \$150.00 fee accompanying the revised application form is non-refundable. The fee must be paid by certified cheque, money order, use of written authorization for payment by Visa, American Express or MasterCard, or by cash. Please note that cash is not recommended.

INSTRUCTIONS

Prior to submitting your application for a Revised Certificate of Authorization, please ensure that the following criteria have been met:

1. A Director and/or Officer (*must be a dentist and member of the College*) authorized to sign on behalf of the Corporation has signed the application for a Revised Certificate of Authorization.
2. The same Director that signed the application for a Revised Certificate of Authorization has also signed the required Declaration.
3. Each **NEW** Director (*must be a dentist and member of the College*) of the Corporation has executed an Undertaking in Form C. New Director is defined as a member who has not previously completed an Undertaking in Form C. Please make as many copies of the form as required.
4. Each **NEW** Dentist Shareholder (*must be a member of the College*) of the Corporation has executed an Undertaking in Form D. New Dentist Shareholder is defined as a member who has not previously completed an Undertaking in Form D. Please make as many copies of the form as required.
5. In completing the application for a Revised Certificate of Authorization, if more space was required, you have attached additional pages appropriately labelled.

CHECKLIST

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

1. Signed application for a Revised Certificate of Authorization completed by the same Director of the Corporation who signed the Declaration. (See item 3.)
2. Fee in the amount of \$150.00 payable to the Royal College of Dental Surgeons of Ontario
3. Declaration – Form B signed by a Director (*must be a dentist and member of the College*) of the Corporation **not more than 15 days** before the application for a Revised Certificate of Authorization is submitted to the College.
4. Notice of change of shareholders and Statutory Declaration – Form E signed by a Director (*must be a dentist and member of the College*) of the Corporation.
5. Form 1 – Notice of change filed with the Ministry of Government Services Ontario adding and/or removing any Director/Officer of the Corporation (if applicable).
6. Corporate Profile Report of the Corporation issued by the Ministry of Government Services Ontario* **not more than 30 days** before the application for a Revised Certificate of Authorization is received by the College which indicates that the corporation is active.
7. Copy of the Articles of Incorporation of the Corporation.
8. Copy of every certificate of the Corporation issued by the Ministry of Government Services Ontario* that has been endorsed under the *Business Corporations Act (Ontario)* as of the day the application is submitted. Must include Certificate showing articles of amendment to reflect change of name.
9. Undertaking in Form C to be completed by each **NEW** Director and/or Officer (*must be a dentist and member of the College*) of the Corporation.
10. Undertaking in Form D to be completed by each **NEW** Dentist Shareholder (*must be a member of the College*) of the Corporation (excluding Director(s) who have completed Form C).

* May also be issued by a service provider which is under contract with the Ministry of Government Services Ontario.



Royal College of Dental Surgeons of Ontario

Ensuring Continued Trust

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PART A
Application for a Revised Certificate of Authorization for a Health Profession Corporation

A Revised Certificate of Authorization is required where the name of the Corporation has changed.

1a. NAME OF HEALTH PROFESSION CORPORATION

ONTARIO CORPORATION NO. ISSUED BY MINISTRY

Blank lines for entering the name of the corporation and its Ontario corporation number.

Note: The name of the Corporation must comply with the requirements of s.1 of O. Reg. 39/02 of the RHPA, 1991 (Ontario).

1b. CERTIFICATE OF AUTHORIZATION NUMBER

1c. PREVIOUS NAME OF HEALTH PROFESSION CORPORATION

Blank lines for entering the certificate of authorization number and the previous name of the corporation.

2. BUSINESS ADDRESS OF HEALTH PROFESSION CORPORATION (if using home address and telephone number, this information is available to the public and will be published.)

Form fields for business address: STREET, SUITE, CITY, PROVINCE, POSTAL CODE, TEL, FAX, E-MAIL (optional).

3. NAME(S) OF VOTING DENTIST SHAREHOLDER(S) AS OF THE DAY THE APPLICATION IS SUBMITTED (must be a member of the College) AND HIS/HER REGISTERED PRACTICE ADDRESS, TELEPHONE NUMBER AND REGISTRATION NUMBER WITH THE COLLEGE AS OF THAT DAY.

Form for the first voting dentist shareholder, including fields for COLLEGE REGISTRATION #, LAST NAME, GIVEN NAMES, PRACTICE ADDRESS, CITY, PROVINCE, POSTAL CODE, TEL, FAX, E-MAIL.

Form for the second voting dentist shareholder, including fields for COLLEGE REGISTRATION #, LAST NAME, GIVEN NAMES, PRACTICE ADDRESS, CITY, PROVINCE, POSTAL CODE, TEL, FAX, E-MAIL.

Form for the third voting dentist shareholder, including fields for COLLEGE REGISTRATION #, LAST NAME, GIVEN NAMES, PRACTICE ADDRESS, CITY, PROVINCE, POSTAL CODE, TEL, FAX, E-MAIL.

Form for the fourth voting dentist shareholder, including fields for COLLEGE REGISTRATION #, LAST NAME, GIVEN NAMES, PRACTICE ADDRESS, CITY, PROVINCE, POSTAL CODE, TEL, FAX, E-MAIL.

(Attach additional pages appropriately labelled, if necessary.)

7. PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROFESSIONAL ACTIVITIES CARRIED OUT BY THE CORPORATION.

Note: The Corporation cannot carry on, and cannot plan to carry on, any business that is not the practice of dentistry or activities related to or ancillary to the practice of dentistry (Ontario Regulation 39/02, subparagraph 6(ii) of subsection 2(1).)

I confirm that the information contained in this Application for a Revised Certificate of Authorization for a Health Professional Corporation is complete and accurate.

Signature of Director authorized to sign on behalf of the Corporation
(must be a dentist and member of the College)

Date

Please print name.

College Registration Number

FORM B
Declaration of a Dentist

I, _____, a director of
[Insert Full Name of Dentist]

[Insert Full Name of Health Profession Corporation ("Corporation")]

do hereby solemnly certify that the following statements are true:

1. I am a member of the College holding Certificate of Registration No. _____.
2. I am a director of the Corporation and have the authority to apply for a Revised Certificate of Authorization.
3. The Corporation is in compliance with section 3.2 of the *Business Corporations Act (Ontario)* including the regulations made under that Act applicable to a dentistry professional corporation, as of the date this Declaration is signed.
4. The Corporation is in compliance with the *Regulated Health Professions Act, 1991* including the regulations made under that Act applicable to a dentistry professional corporation, and in particular, subparagraph 2.2 of subsection 1(1) of Ontario Regulation 39/02¹ as of the date this Declaration is signed.
5. The Corporation does not plan to carry on and will not carry on any business that is not the practice of dentistry or an activity related to or ancillary to the practice of that profession.
6. There has been no change in the status of the Corporation since the date of the Corporate Profile Report submitted to the College as part of the Application for a Revised Certificate of Authorization.
7. The information contained in the Application for a Revised Certificate of Authorization that accompanies this Declaration is true, complete and accurate as of the day this Declaration is signed.

Signature of Director (must be a dentist and member of the College)

(/ /)

Date DD MM YYYY

Name of Director (signatory) (please print)

¹NOTE: Subparagraph 2.2 of subsection 1(1) of Ontario Regulation 39/02 requires that:

- each issued and outstanding voting share of the corporation be legally and beneficially owned, directly or indirectly, by a member of the College; and
- each issued and outstanding non-voting share of the corporation be owned in one of the following ways:
 - i. legally and beneficially, directly or indirectly, by a member of the College;
 - ii. legally and beneficially, directly or indirectly, by a family member of a voting dentist shareholder; or
 - iii. legally by one or more individuals, as trustees, in trust for one or more children of a voting dentist shareholder who are minors, as beneficiaries.

FORM C
TO BE COMPLETED BY EACH NEW DIRECTOR ONLY

Undertaking

Each new Director of the Health Profession Corporation to execute a separate Undertaking.

I, _____, a member of the Royal College of Dental Surgeons
Name of Director

of Ontario ("College") and a director and a shareholder of _____

Name of Corporation ("Corporation")

UNDERTAKE TO THE COLLEGE AS FOLLOWS:

1. I accept professional responsibility for any act or omission of the Corporation that would be professional misconduct if such act or omission had been committed or omitted by a member of the College.
2. I will ensure that the Corporation does not do or cause to be done or omit or cause to be omitted anything that would be professional misconduct if done or omitted to be done by a member of the College.
3. I will ensure that the Corporation does not engage in the practice of dentistry or any activity related or ancillary to the practice of that profession unless it maintains a valid Certificate of Authorization issued by the College.
4. I will ensure that the Corporation does not practise under any name other than the name of the Corporation, a practice name previously approved by the College for use by a dentist shareholder of the Corporation or a name permitted by Regulation.
5. I will ensure that the Corporation complies with the *Regulated Health Professions Act, 1991*, the *Dentistry Act, 1991*, the regulations made under those Acts, and the by-laws of the College.
6. I will ensure that the College is notified immediately of any change in shareholders of the Corporation and that any future dentist shareholder of the Corporation execute and file with the College, within ten days of becoming a shareholder of the Corporation, an Undertaking in a form approved by the College.
7. I will ensure that the College is notified of any changes to practice locations of the Corporation as soon as they occur.
8. I acknowledge that a breach of this Undertaking may result in referral of specified allegations of professional misconduct against me to the Discipline Committee arising out of my failure to abide by any of the terms of this Undertaking.
9. I acknowledge having been advised to obtain independent legal advice prior to signing this Undertaking.

Signature of Director (must be a dentist and member of the College)

Signature of Witness

Name of Director (please print)

Name of Witness (please print)

Date

FORM D
TO BE EXECUTED BY EACH NEW DENTIST SHAREHOLDER ONLY
(must be a dentist and member of the College)

Undertaking

Each new Shareholder of the Health Profession Corporation to execute this Undertaking.

I, _____, a member of the Royal College of Dental Surgeons
Name of Shareholder
of Ontario ("College") and a shareholder of _____
Name of Corporation ("Corporation")

UNDERTAKE TO THE COLLEGE AS FOLLOWS:

1. I accept professional responsibility for any act or omission of the Corporation that would be professional misconduct if such act or omission had been committed or omitted by a member of the College.
2. I will ensure that the Corporation does not do or cause to be done or omit or cause to be omitted anything that would be professional misconduct if done or omitted to be done by a member of the College.
3. I will ensure that the College is notified within ten (10) days if I cease to be a shareholder of the corporation.
4. I acknowledge that a breach of this Undertaking may result in referral of specified allegations of professional misconduct against me to the Discipline Committee arising out of my failure to abide by any of the terms of this Undertaking.
5. I acknowledge having been advised to obtain independent legal advice prior to signing this Undertaking.

Signature of Dentist Shareholder *(must be a member of the College)*

Signature of Witness

Name of Shareholder (please print)

Name of Witness (please print)

(/ /)
Date DD MM YYYY



Royal College of
Dental Surgeons of Ontario

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Revised Certificate
of Authorization Fee –
\$150.00 Payable
to RCDSO

PLEASE PRINT

NAME OF PROPOSED HEALTH PROFESSION CORPORATION

NAME OF DIRECTOR AUTHORIZED TO SIGN ON BEHALF OF CORPORATION

SURNAME: _____ GIVEN NAMES: _____

ADDRESS

STREET: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

PLEASE COMPLETE THIS SECTION FOR METHOD OF PAYMENT

You may elect to pay your fees by any one of the following methods:

A) CERTIFIED Cheque or Money Order.

B) Credit Card. If you pay by credit card, the form below must be completed. While we are pleased that we are able to accept payment by credit card, we are unable to do so by telephone.

CERTIFIED CHEQUE MONEY ORDER VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD #: _____ EXPIRY DATE: _____

SIGNATURE: _____

FOR OFFICE USE ONLY - AUTHORIZATION APPROVED - COMMENTS