



Instructions and Checklist

Application forms for a Revised Certificate of Authorization for a Health Profession Corporation (“Corporation”) that are incomplete will 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 Statutory 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 Statutory Declaration. (See item 3.)
2. Fee in the amount of \$150.00 payable to the Royal College of Dental Surgeons of Ontario
3. Statutory Declaration executed by a Director (*must be a dentist and member of the College*) of the Corporation before a commissioner or notary public **not more than 15 days** before the application for a Revised Certificate of Authorization is submitted to the Registrar.
4. Original Certificate of Status of the Corporation issued by the Ministry of Consumer & Business Services **not more than 30 days** before the application for a Revised Certificate of Authorization is submitted to the Registrar which indicates that the corporation is active.
5. Notarized copy of the Articles of Incorporation of the Corporation.
6. Notarized copy of every certificate of the Corporation (*must be issued by the Ministry of Consumer & Business Services*) 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.
7. 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.
8. 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).