



Royal College of
Dental Surgeons of Ontario

Ensuring Continued Trust

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Application for a Certificate of Authorization for a Health Profession Corporation

Instructions and Checklist

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

You are reminded that the \$750.00 fee accompanying the application form is non-refundable. The fee may be paid by certified cheque, money order, use of written authorization for payment by Visa or MasterCard, or by cash. Please note that cash is not recommended.

INSTRUCTIONS

Prior to submitting your application form, 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 form.
2. The same Director that signed the application form has also signed the required Statutory Declaration.
3. Each Director and/or Officer (*must be a dentist and member of the College*) of the Corporation has executed an Undertaking in Form C. Please make as many copies of the form as required.
4. Each Dentist Shareholder (*must be a member of the College*) of the Corporation has executed an Undertaking in Form D. Please make as many copies of the form as required.
5. In completing the Application Form, if more space was required, you have attached additional pages appropriately labelled.

CHECKLIST

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 of the Corporation who signed the Statutory Declaration. (See item 3.)
2. Fee in the amount of \$750.00 payable to the Royal College of Dental Surgeons of Ontario
3. Statutory Declaration executed by a Director (*must be a member of the College*) of the Corporation before a commissioner or notary public **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 Consumer & Business Services **not more than 30 days** before the application 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.
7. Undertaking in Form C to be completed by each 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 Dentist Shareholder (*must be a member of the College*) of the Corporation (excluding Director(s) who have completed Form C).