

## **BY-LAW 14: PROFESSIONAL CORPORATIONS**

*Approved by Council: February 24, 2001*

*Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)*

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- 14.1 The fee for the application for a certificate of authorization, including on any reinstatement of a certificate of authorization, for a professional corporation is \$50.
- 14.2 The fee for the issuance of a certificate of authorization is \$600.
- 14.3 The fee for the annual renewal of a certificate of authorization is \$200.
- 14.4 A professional corporation or a member listed in CCO's records as a shareholder of a professional corporation shall pay an administrative fee of \$50 for each notice sent by the registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.
- 14.5 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or one annual renewal of a certificate of authorization, is \$50.
- 14.6 Every member of CCO shall, for every professional corporation of which the member is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the registrar within 30 days and upon any change in the information within 30 days of the change:
- (a) the name of the professional corporation as registered with the Ministry of Government Services;
  - (b) any business names used by the professional corporation;
  - (c) the name, as set out in the register, and registration number of each shareholder of the professional corporation;
  - (d) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;

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- (e) the principal practice address, telephone number, facsimile number and e-mail address of the professional corporation;
- (f) the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and
- (g) a brief description of the professional activities carried out by the professional corporation.