



SSOT

Saskatchewan Society of
Occupational Therapists

Form C-2

Instructions for completion of Application by Professional Corporation for Corporate Changes

(Section 8 of The Professional Corporations Act)

NOTE: Applicants should ensure that they carefully review the provisions of *The Professional Corporations Act* and the SSOT Bylaws relating to professional incorporation.

This form is to be used when a professional corporation wishes to make changes to its Articles of Incorporation, shareholders, directors or persons practising through the professional corporation. Approval for changes is to be obtained in advance to ensure that the changes do not result in the professional corporation ceasing to be eligible to be registered and permitted.

A. Identification:

1. Name of Professional Corporation: The name of the Professional Corporation as registered with the SSOT.
2. Contact information for Professional Corporation: this information should be completed to ensure that the SSOT has current contact information.

B. Share Information:

1. List any proposed changes in holders and beneficial owners of voting shares in the Professional Corporation since last permit application: If changes are proposed to the voting shareholders, either by adding shareholders or deleting them, this information should be listed here. In the column headed "Number and class of shares held" the notation "added" or "deleted" should follow the number to indicate whether this is an addition or deletion.
2. List any proposed changes in holders and beneficial owners of non-voting shares in the Professional Corporation since last permit application: If changes are proposed to the non-voting shareholders, either by adding shareholders or deleting them, this information should be listed here. In the column headed "Number and class of shares held" the notation "added" or "deleted" should follow the number to indicate whether this is an addition or deletion. If an addition involves a company or a trust, a new Corporation Information Sheet or Trust Information Sheet must also be completed.
3. List any proposed changes in the Directors of the Professional Corporation since last permit application: If Directors are to be added or deleted this information is listed here with the notation "added" or "deleted" in the column headed "SSOT Licence Number".

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4. List any proposed changes in the persons practising through the Professional Corporation since last permit application: If persons practising through the Professional Corporation are to be added or deleted this information is listed here with the notation “added” or “deleted” in the column headed “SSOT Licence Number”.

C. Attachments

The following must be submitted with the application:

- A copy of the existing or proposed Articles of Incorporation of the Professional Corporation – these documents are obtained from the Corporations Registry.
- A current Certificate of Status for the Professional Corporation from the Director of Corporations – this document is also obtained from the Corporations Registry.
- Trust Information Sheet or a Corporation Information Sheet for each Trust or Corporation holding shares in the Professional Corporation. These must be completed in relation to each corporation or trust that holds or beneficially owns shares in the Professional Corporation
- Articles of Incorporation and current Profile Reports of all corporations that will hold shares in the Professional Corporation – a Profile Report is obtained from the Corporations Registry ;
- Trust documentation establishing all trusts that will hold shares in the Professional Corporation – trusts are typically established through private documentation and this documentation must be submitted; and

D. Certification

By signing the certification, each member is assuring the SSOT that the information provided to it about the Professional Corporation is true and accurate, and that the Professional Corporation is eligible to be registered and permitted. Providing false information is a serious matter and could lead to discipline proceedings being taken against the member.

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