

**OFFICE USE ONLY**

Application/Registration #:

Date of Application Received:

Month

Day

Year

APPLICATION TO RENEW A CERTIFICATE OF AUTHORIZATION

This *Application to Renew a Certificate of Authorization* must be completed and returned with payment to the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario ("CTCMPAO") **ON OR BEFORE MARCH 31** each year. If your Renewal Form is not received by CTCMPAO by the end of the day on March 31, your Professional Corporation Certificate of Authorization may be suspended for non-payment of fees.

Ensure that you have completed all sections of the Application to Renew a Certificate of Authorization Form. Your renewal fees must be included with your form. No sections may be left unanswered unless otherwise indicated. Late fees may apply if your Renewal Form is received incomplete and/or after March 31 (11:59 p.m. ET).

If you have any questions regarding the completion of this form, please contact registration@ctcmpao.on.ca.

1. MEMBER NAME

Indicate your name on the CTCMPAO public register:

First Name: _____

Middle Name (if applicable): _____

Last Name: _____

Date of Application: _____

Corporation Name: _____

Corporation Number: _____

**Please be advised that the name of the corporation must comply with the requirements of s.1 of Ontario Regulation 39/02.ⁱ*

Practice / Clinic Name
(if different from Corporation Name): _____

2. PRIMARY CORPORATE ADDRESS

Street No. & Name (Required)			Suite No.
City (Required)	Province (Required)	Country (Required)	Postal Code (Required)
Telephone (Required)	Extension		Fax
Email Address (Required) <i>*Must be a unique email address and cannot be shared with another member of CTCMPAO</i>			

3. DECLARATION OF A DIRECTOR OF A PROFESSIONAL CORPORATION

I, _____, a member of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College"), Registration # _____, and a director of the corporation, am applying on behalf of the above corporation to renew a Certificate of Authorization under the *Regulated Health Professions Act*.

I, _____, declare that:

1. **Membership:** I am a member in good standing with the College and my certificate of registration is not currently suspended or revoked.
2. **Incorporation:** The Corporation is incorporated under the Business Corporations Act of Ontario.
3. **Good standing:** There has been no change in the status of the corporation since the date the enclosed corporation profile report was issued (must be within previous 30 days of the application).
4. **Practice Name:** I will ensure that if the corporation practices in a name other than its corporate name, that the corporation shall first notify the College of its practice name and shall include its corporate name in all written, electronic or broadcast communications.
5. **Shareholders:** The name of each shareholder of the corporation and his or her College registration number, business address, business telephone number, and e-mail as of the date of the application is (use additional pages if necessary):

Full Name	Registration No.	Business Address	Business Phone	Email

6. **Directors and Officers:** (Note: all directors and officers must be shareholders of the corporation) The names of all of the directors and officers of the corporation as of the date of the submission of this application are:

Full Name (as above)	✓ if a Director	✓ if an Officer	Give Title of Office if an Officer

7. **Practice Location(s):** As of the date of submission of this application, the corporation practises in the following location(s), if different from the corporate address. The only addresses omitted are residential addresses of clients.

	Practice Address	Practice Phone Number
PRIMARY		
OTHER		
OTHER		

8. **Professional Activities:** As indicated in the accompanying declaration, the corporation cannot carry on, and cannot plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of the profession (Regulation 39/02 2.(1) 6.ii)).

List in full any ancillary activities permitted under the corporation's articles of incorporation:

4. UNDERTAKING OF SHAREHOLDER OF A PROFESSIONAL CORPORATION

Each shareholder of the corporation must sign this form

I, _____, Registration # _____ **UNDERTAKE AS FOLLOWS:**

- 1) I will ensure that, in the course of practising the profession, the corporation does not do or fail to do anything that would be professional misconduct if done or failed to be done by myself.
- 2) I will ensure that the corporation does not contravene any provision of the *Regulated Health Professions Act, 1991* and its regulations, the *Health Professions Procedural Code*, the *Traditional Chinese Medicine Act, 2006* and its regulations and the by-laws of the College.
- 3) I will ensure that the corporation maintains a valid Certificate of Authorization and does not provide professional or ancillary services while its Certificate of Authorization is under suspension or revoked or when it does not satisfy the requirements for a professional corporation under subsection 3.2(2) of the *Business Corporations Act*.
- 4) I will ensure that the corporation does not breach any provision of the Code of Conduct for Professional Corporations that may be published by the College from time to time.
- 5) I will ensure that any person who is not currently a shareholder of the corporation shall file a similar undertaking with the College as soon as he or she becomes a shareholder.
- 6) I will ensure that the College is notified of any changes to the principal practice location, address, telephone number, facsimile number or email address of the Corporation within 30 days of any such change.
- 7) I will ensure that the College is notified of any changes to the address and telephone number of all locations, other than residences of clients, at which the professional services are offered by the Corporation within 30 days of any such change.
- 8) I will ensure that the College is notified of any changes to the name or articles of incorporation as soon as they occur, and to any other information provided in the application within the time period required by the by-laws.
- 9) I will ensure the Registrar of the College is notified of a change in name, as set out in the register, and registration number, of each shareholder of the corporation within 30 days of any such change.
- 10) I will ensure that if the corporation practises in a name other than its corporate name, the corporation shall first notify the College of its practice name and shall include its corporate name in all written, electronic, or broadcast communications.
- 11) I will ensure the College is promptly notified of any change in any officer or director of the corporation.
- 12) I will ensure the College is notified of a change in any of the activities permitted to be carried out under the corporation's articles of incorporation within 30 days of any such change.

Signature of Shareholder

Date

5. DECLARATION

I, _____, Registration # _____ am a Director of
_____, do hereby **declare**:

- i. that the corporation is in compliance with section 3.2ⁱⁱ of the *Business Corporations Act*, including the regulations made under that section, as of the date this declaration is signed.
- ii. that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
- iii. that there has been no change in the status of the corporation since the date of the corporation profile report enclosed with the application for a Certificate of Authorization that accompanies this declaration, and
- iv. that the information contained in the application for a Certificate of Authorization that accompanies this declaration is complete and accurate as of the day this declaration is signed.

Signature of Declarant

Date

6. SUPPORTING DOCUMENTS

The application includes the following documents. Please ensure each document is attached. Check all boxes that apply:

- ☐ Signed application form including undertaking forms signed by all shareholders
- ☐ \$200.00 Fee for the renewal of a Certificate of Authorization.
- ☐ Late fee of \$50.00. If the application and fees are not received by March 31 (11:59 p.m. ET) the late fee will apply.
- ☐ Declaration by a director of the corporation signed no more than 15 days before this application is submitted.
- ☐ Copy of a corporation profile report issued by the Ministry of Government and Consumer Services or by a service provider which is under contract with the Ministry of Government and Consumer Services that is dated not more than 30 days before this application is submitted.
- ☐ Copy of the Certificate of Incorporation (including the articles of incorporation)
- ☐ Copy of every certificate of the corporation that has been endorsed under the *Business Corporations Act* as of the date this application is submitted (if applicable).

7. ACCURACY OF APPLICATION

I have personal knowledge of the declarations contained in this application and of the information I have added in completing this form, and I declare that the declarations and information are accurate and complete.

Signature of Applicant

Date

8. FEES

The 2025-2026 fee to renew a Certificate of Authorization is **\$200.00**. Please submit your payment via **ONE** of the options below:

- ☐ **Payment Method 1: Certified Cheque / Money Order** (made payable to the "College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario" or "CTCMPAO" in Canadian Funds only, for the amount of your class of Registration Renewal above)
- ☐ **Payment Method 2: Credit Card** (fill next section)

8. FEES (CONTINUED)

Payment Method 2: Credit Card

Registration Number _____

Credit Card Type: ☐ Visa ☐ MasterCard

Name on card (please print): _____

Expiry date on card (mm/yyyy): _____ / _____

Security code (3 digit number on back of card): _____

By my signature, I authorize the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to charge my Visa or MasterCard account with the amount of **\$200.00** in Canadian funds.

Signature: _____

SUBMIT YOUR COMPLETE APPLICATION TO THE CTCMPAO

MAIL:

**College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
Registration Department
705 – 55 Commerce Valley Drive West
Thornhill, ON L3T 7V9**

ⁱ Section 1 of Ontario Regulation 39/02 reads, in part, as follows:

1. (1) A corporation is eligible to hold a certificate of authorization issued by a College if all the following conditions are met:

1. The articles of the corporation provide that the corporation cannot carry on a business other than the practice of the profession governed by the College and activities related to or ancillary to the practice of that profession.

...

3. The name of the corporation meets the standards described in subsections (2) to (5). O. Reg. 39/02, s. 1 (1); O. Reg. 666/05, s. 2 (1).

(2) The name of the corporation must meet the requirements in section 3.2 of the *Business Corporations Act* and must not violate the provisions of any other Act. O. Reg. 39/02, s. 1 (2).

(3) The name of the corporation must include the surname of one or more shareholders of the corporation who are members of the College, as the surname is set out in the College register, and may also include the shareholder's given name, one or more of the shareholder's initials or a combination of his or her given name and initials. O. Reg. 666/05, s. 2 (2).

(4) The name of the corporation must indicate the health profession to be practised by members of the College through the corporation. O. Reg. 666/05, s. 2 (2).

(5) The name of the corporation must not include any information other than the information permitted or required by subsections (2), (3) and (4). O. Reg. 39/02, s. 1 (5).

ⁱⁱ Section 3.2 of the *Business Corporations Act*, reads as follows:

Application of Act to professional corporations

3.2 (1) This Act and the regulations apply with respect to a professional corporation except as otherwise set out in this section and sections 3.1, 3.3 and 3.4 and the regulations. 2000, c. 42, Sched., s. 2.

Conditions for professional corporations

(2) Despite any other provision of this Act but subject to subsection (6), a professional corporation shall satisfy all of the following conditions:

1. All of the issued and outstanding shares of the corporation shall be legally and beneficially owned, directly or indirectly, by one or more members of the same profession.
2. All officers and directors of the corporation shall be shareholders of the corporation.
3. The name of the corporation shall include the words “Professional Corporation” or “société professionnelle” and shall comply with the rules respecting the names of professional corporations set out in the regulations and with the rules respecting names set out in the regulations or by-laws made under the Act governing the profession.
4. The corporation shall not have a number name.
5. The articles of incorporation of a professional corporation shall provide that the corporation may not carry on a business other than the practice of the profession but this paragraph shall not be construed to prevent the corporation from carrying on activities related to or ancillary to the practice of the profession, including the investment of surplus funds earned by the corporation. 2000, c. 42, Sched., s. 2; 2002, c. 22, s. 8; 2005, c. 28, Sched. B, s. 1 (1).

Deemed compliance

(2.1) A professional corporation that has a name that includes the words “société professionnelle” shall be deemed to have complied with the requirements of subsection 10 (1). 2004, c. 19, s. 3 (1).

Corporate acts not invalid

(3) No act done by or on behalf of a professional corporation is invalid merely because it contravenes this Act. 2000, c. 42, Sched., s. 2.

Voting agreements void

(4) An agreement or proxy that vests in a person other than a shareholder of a professional corporation the right to vote the rights attached to a share of the corporation is void. 2000, c. 42, Sched., s. 2.

Unanimous shareholder agreements void

(5) Subject to subsection (6), a unanimous shareholder agreement in respect of a professional corporation is void unless each shareholder of the corporation is a member of the professional corporation. 2000, c. 42, Sched., s. 2; 2005, c. 28, Sched. B, s. 1 (2).