



## MEDICAL CORPORATION PERMIT RENEWAL GUIDE



### Frequently Asked Questions (FAQ)

#### **Is there a Guide I can use to help me navigate my renewal this year?**

An updated Medical Corporations Renewal Guide can be found at by [Clicking Here](#)

#### **Where do I go to begin my Corporations renewal?**

You will receive an email notification from [cpsreg-corp@cps.sk.ca](mailto:cpsreg-corp@cps.sk.ca) with a link 'Start Corporation Renewal'. This link will redirect you to our website where you will be asked to create a password. Once you have created a password you will be logged in and able to access the renewal from 'Corporation Profile' in the top navigation bar.

Please note that the online renewal works best on a desktop computer or laptop, using the Chrome Browser and may be difficult to complete on a mobile device or tablet.

When you have signed in, you should be presented with your Corporation Profile page that includes an orange button "Click here to proceed to the Corporation Renewal Page".

#### **How will I know what my password is for the new Online Renewal Site?**

You will receive an email when the Corporation Permit Renewal site is open, with a link to create your password for the corporation.

#### **How will I know what my username is for the new Permit Renewal site?**

Your Corporation Certificate number is your username, as well it will be provided in the email.

#### **What information will I need available to complete my corporation licensure renewal?**

It will be helpful to have a copy of your Corporation Profile report from the ISC Corporations Branch to ensure that the shareholder information you are reviewing is correct.

You should also have a credit card available.

If you have added a trust or have made changes (amended) the Articles of the Corporation, you will need to have that available on your computer to upload with your renewal.

#### **What if I need to add a Trust or a Sub- Corporation to my Medical Professional Corporation?**

You will need to answer the question "Has there been any addition or change to any person, corporation or trust with beneficial, equitable or other interest in the non-voting shares of the Professional Corporation from those listed in the above current non-voting shareholders Or is there a change to the address of any of the non-voting shareholders?" as a "Yes".

Please refer to our Medical Corporations Renewal Guide for further guidance under Adding a Non-Voting Shareholder.

**How will I know if I have answered everything that is required for my renewal on the online system?**

The renewal platform will notify you if you have missed a required field. Please refer to the Medical Corporation Renewal Guide for further details on how the system notifies you.

**What if I have to stop part way through the renewal process?**

You may save your corporation permit renewal at any point.

You will need to log back into CPSS Website to continue where you left off. Please refer to the Medical Corporations Renewal Guide for further details.

**What are the payment options for my corporation renewal licensure?**

Within the Corporation Renewal System, you will have the option to select payment by:

- Visa or Mastercard
- Cheque

**Note:** If you pay by Cheque, your renewal status will remain “incomplete” until the payment is received at CPSS and matched with the online permit renewal information. You will be issued a receipt for payment when your permit of corporation is issued.

**When can I expect to receive my Corporation Permit from the college?**

When all requirements have been met for permit renewal and the Corporate Renewal Team has reviewed and approved your application, the College will issue you an annual permit for the medical corporation and receipt electronically.

**What if I miss the deadline for renewal?**

If your renewal has not been completed by November 30, 2020, you will be charged a late fee of \$350.

**Why is my deadline to complete different from my Permit Expiry Date?**

Your Medical Corporation Permit expires on December 31, 2020, however we require that your renewal is submitted no later than November 30, 2020, to allow the Corporate Renewal Team time to review and approve your application and issue you the annual permit for the coming year, in advance of your permit expiring.

**How will I know if I successfully submitted my corporation licensure renewal?**

When you have submitted the corporation permit renewal application, you will be taken to a confirmation page. Please ensure to keep a copy of your submission number and save or print this page for future reference.