

# MEDICAL CORPORATION PERMIT RENEWAL GUIDE

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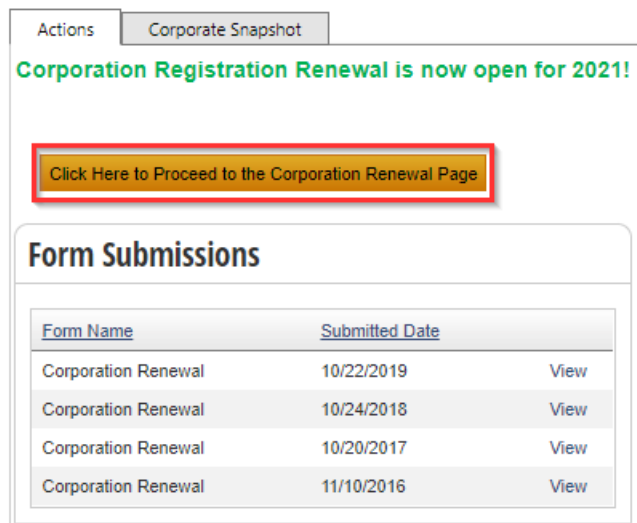
# MEDICAL CORPORATION PERMIT RENEWAL GUIDE

## Getting Started

1. Once logged on click on **“Corporation Profile”** in navigation bar.



2. Review your information under the Corporate Snapshot tab. Once you have reviewed that information, click **“Click Here to Proceed to the Corporation Renewal Page”**



3. Please make sure to read what is required to complete your licensure renewal before clicking **“Start Renewal Now”**

**Before you Begin**

You may wish to refer to the [Instructions for Corporate Renewal](#) included in the e-mail with your login information to help you through the remainder of the corporate renewal process.

Before proceeding further, make sure that you have reviewed the Corporate Snapshot from the previous page. You can hit the back button to get to this page. You will not be able to access the snapshot once you have entered the renewal.

**Changes to a Sub-Corp or Trust**  
If you are making additions or changes to the sub-corporation or trust, you should ensure you have the Trust Agreement or (Sub)Corporate Profile. We will require this documentation to confirm any additions or changes.

**Viewing previous submissions**  
If this is not your first year of renewal, last year's submission will be under "Form Submissions". You can press the "View" button to review what was submitted last year which may help you answer the questions this year.

**Declaration:**

**Only one voting shareholder** is required to complete the Declaration. If there are numerous voting shareholders, you will need to work together to ensure that the person completing the application is the person who has been designated to do so.

Once the document is submitted and you have received a submission number, you will not be able to make any further changes. If you have made an error, please send an e-mail to [cpsreg-corp@cps.sk.ca](mailto:cpsreg-corp@cps.sk.ca) with information on what your error was and a way for us to contact you by e-mail. Please write your submission reference number down or print the confirmation page for your records.

Renewal should be completed by Nov 1

The renewal submission deadline for corporations is November 1. If you have not completed your submission by that date, and if there are errors, there may not be time to fix them before the cut-off date of November 30th. If this is the case, the penalty of \$350 may be applied in addition to the \$150 corporate permit renewal fee.

You can leave the form at any time **but must scroll to the bottom and click on the "Save and Continue" button** so you can return later and proceed with the renewal.

If you are ready to start the corporate renewal, press the 'Start Renewal Now' button below.

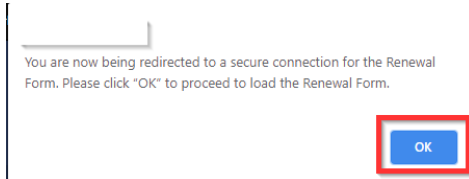


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**Note:** If you are returning to complete your licensure renewal form click **“Continue Renewal”**

**Continue Renewal**

4. You will now be redirected to the secure license renewal form. You will need to hit **“OK”**



You are now being redirected to a secure connection for the Renewal Form. Please click “OK” to proceed to load the Renewal Form.

**OK**

**Note:** If you do not see the above pop-up, please make sure pop-blocker is disabled

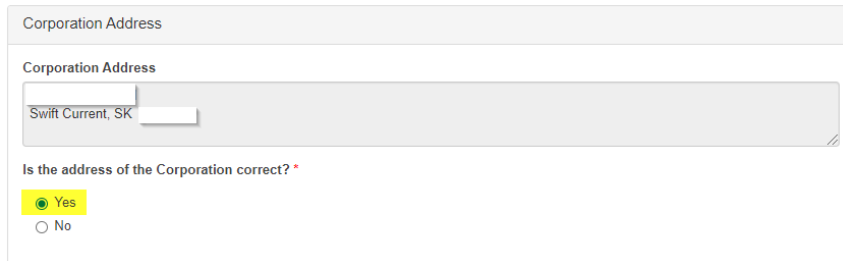
## General Information Review

1. The renewal form will proceed in chronological order, starting with General Information

**Corporation Renewal**

**General Information**

- a. Review your Corporation Address, if you have no changes select **“Yes”** and click on **“Save and Continue”**



Corporation Address

Corporation Address

Swift Current, SK

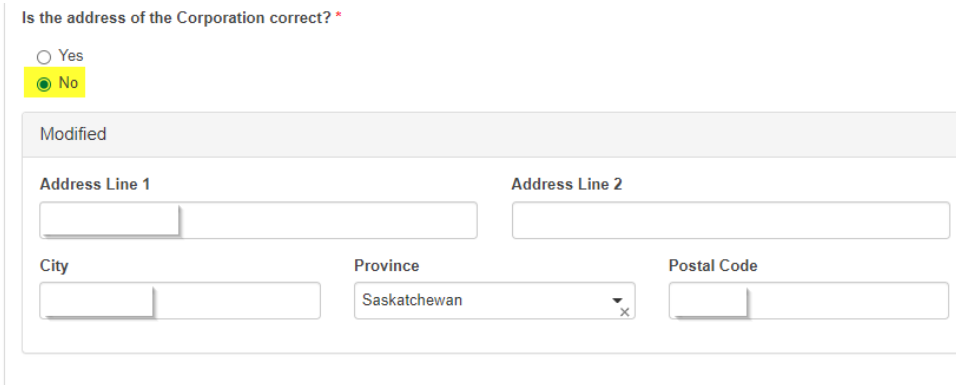
Is the address of the Corporation correct? \*

Yes

No

**Save and Continue**

- b. If you need to make changes to your address select **“No”**. A modified section will open where you will need to make your changes to your address. When completed click on **“Save and Continue”**



Is the address of the Corporation correct? \*

Yes

No

Modified

Address Line 1

Address Line 2

City

Province

Postal Code

Saskatchewan

**Save and Continue**

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## Voting Shareholder

- Review your voting shareholder information. If there are no changes, click **“No”** to the first question. When page is completed click on **“Save and Continue”**

Corporation Name

Current Voting Shareholders

Shareholder Name	Address	Number of Shares Held	Share Class
<input type="text"/>	<input type="text" value="SK"/>	<input type="text" value="50"/>	<input type="text" value="A"/>

Does any person have the right to exercise voting rights other than listed above Or, is there a change to the address of the Voting shareholder? \*

Yes  
 No

Does any corporation or trust hold voting shares? \*

Yes  
 No

- If you need to make a change to the voting shareholder, click **“Yes”** to the first question. If you are changing a current voting shareholder you click **“Edit”** to make a change or **“Remove”** to remove the person as a voting shareholder. Please note that a corporation **MUST** have at least one voting shareholder.

General Information **Voting Shareholders** Non-Voting Shareholders Existing Trust as a Shareholder

Existing Sub-Corporation as a Shareholder Directors Practitioners Insurance Other Corporate Information Declaration

Corporation Name

Current Voting Shareholders

Shareholder Name	Address	Number of Shares Held	Share Class
<input type="text"/>	<input type="text" value="SK"/>	<input type="text" value="50"/>	<input type="text" value="A"/>

Does any person have the right to exercise voting rights other than listed above Or, is there a change to the address of the Voting shareholder? \*

Yes  
 No

Modified

Name	Address	Number of Shares	Share Class	Other Share Class		Remove
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="Other"/>	<input type="text" value="H"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

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- i. If you need to make changes to an existing voting shareholder, click **“Edit”**. A new window will appear to make the necessary changes. When completed click **“Save & Return to Renewal”**. If you do not want to make changes click **“Cancel & Return to Renewal”**

## Voting Shareholders

Voting Shareholders

Name

Street \*      City \*      Province \*      Postal Code \*

Number of Shares Held \*      Share Class \*

If you did not intend to make any changes and wish to return to the Corporation Renewal without saving, select Cancel & Return to Renewal.

- b. If you need to add a new voting shareholder, click on **“Add New Voting Shareholder”** under the modified section

Does any person have the right to exercise voting rights other than listed above Or, is there a change to the address of the Voting shareholder? \*

- Yes  
 No

Modified

Name	Address	Number of Shares	Share Class	
<input type="text"/>	<input type="text"/>	<input type="text" value="50"/>	<input type="text" value="A"/>	<input type="button" value="Edit"/>

- i. The new voting shareholder screen will appear, click on **“Find”**, this will load the search to find the physician.

Voting Shareholders

Voting Shareholders

Name

Street \*      City \*      Province \*      Postal Code \*

Number of Shares Held \*      Share Class \*

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In the search, enter the first and last name or partial, and click **“Find”**. Once the search displays the physician you want to add click on **“Select”**.

ID	Name
Select	Dr.
Select	Dr.
Select	Dr.

This will populate the physician’s information. Enter the number of shares and share class. When completed click on **“Save & Return to Renewal”**, if you do not want to make changes click **“Cancel & Return to Renewal”**

Voting Shareholders

Name  
Dr.

Find

Street \* City \* Province \* Postal Code \*

Number of Shares Held \* Share Class \*

If you did not intend to make any changes and wish to return to the Corporation Renewal without saving, select Cancel & Return to Renewal.

Cancel & Return to Renewal

Save & Return to Renewal

- ii. You will now be redirected back to the Voting Shareholder tab. When complete click on **“Save and Continue”** to continue to the next section.

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## Non-Voting Shareholders

1. If you do not have any non-voting shareholders, you can answer the question “**No**” and click on “**Save and Continue**” to the next section

General Information | Voting Shareholders | **Non-Voting Shareholders** | Existing Trust as a Shareholder

Existing Sub-Corporation as a Shareholder | Directors | Practitioners | Insurance | Other Corporate Information | Declaration

Corporation Name

Corporation

There are currently no non-voting share holders listed for this corporation.

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? \*

Yes

No

- a. If you answer “**Yes**” you will be able to make any changes under the modified section as required.

Modify Existing Non-Voting Shareholders

Name	Relationship	Number of Shares	Share Class		Remove
<input type="text"/>	Self	100	<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

- b. If you answer “**Yes**” you will be able to add a new non-voting shareholder, new sub-corporation non-voting shareholder and a new trust non-voting shareholder.

## New Non-Voting Share Holder

3. Under the New Individual Non-Voting Shareholder section, click on “**Add New Individual Non-Voting Shareholder**”. A new window will open.

Add New Non-Voting Shareholder

New Individual Non-Voting Shareholders

- a. Enter the information for the new non-voting shareholder. Click on “**Find**” to bring up the search to the related member.

Individual Non-Voting Shareholders

Individual

**Name \***

**Address \***

**City \*** **Province \*** **Postal Code \***

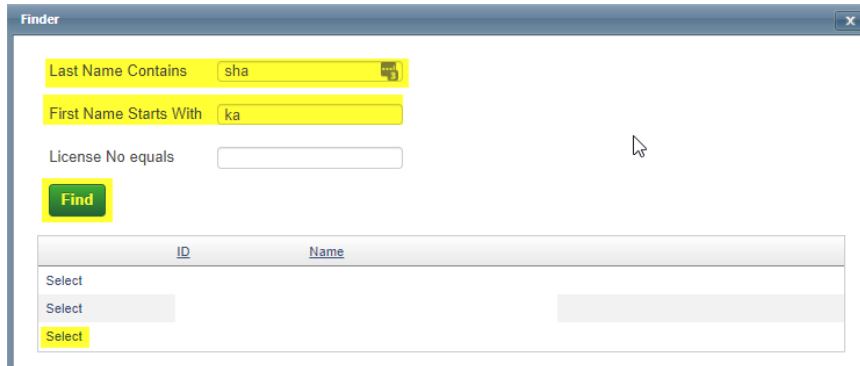
SK

**Member Related To \*** **Relationship to member \***

**Number of Shares Held \*** **Share Class \***

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In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add, click on **“Select”**.



The screenshot shows a 'Finder' window with the following fields and buttons:

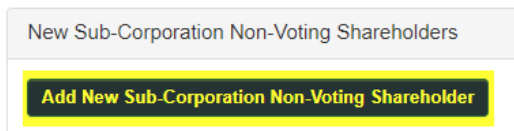
- Last Name Contains:** Input field with 'sha' entered.
- First Name Starts With:** Input field with 'ka' entered.
- License No equals:** Empty input field.
- Find:** A yellow button to execute the search.
- Table:** A table with columns 'ID' and 'Name'. It contains three rows, each with a 'Select' button.

This will populate the **“Member Related to”** field. Select the relationship to the member from the drop down and enter number of shares and share class. When completed click on **“Save & Return to Renewal”**, if you do not want to make changes click **“Cancel & Return to Renewal”**

- b. If there are no other additions or changes to be made you can click **“Save and Continue”**

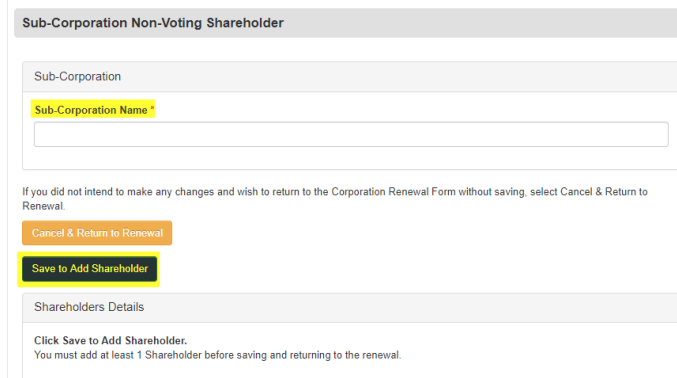
## Adding a New Sub-Corporation Non-Voting Shareholder

4. Under the New Sub-Corporation Non-Voting Shareholder section, click on **“Add New Sub-Corporation Non-Voting Shareholder”**. A new window will open.



The screenshot shows a section titled 'New Sub-Corporation Non-Voting Shareholders' with a yellow button labeled **Add New Sub-Corporation Non-Voting Shareholder**.

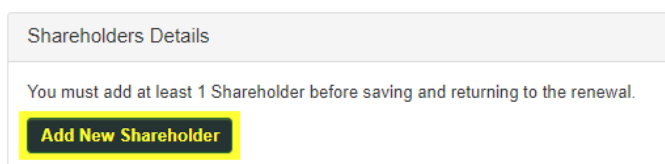
- a. Enter the name of the Sub-Corporation and click on **“Save to Add Shareholder”**, if you do not want to make changes click **“Cancel & Return to Renewal”**



The screenshot shows a form titled 'Sub-Corporation Non-Voting Shareholder' with the following elements:

- Sub-Corporation Name:** An input field with a yellow highlight.
- Buttons:** 'Cancel & Return to Renewal' (orange) and 'Save to Add Shareholder' (yellow).
- Shareholders Details:** A section with instructions: 'Click Save to Add Shareholder. You must add at least 1 Shareholder before saving and returning to the renewal.'

Click on **“Add New Shareholder”**, a new window will appear. You will need to do this for everyone listed as a shareholder in the Sub-Corporation.



The screenshot shows a section titled 'Shareholders Details' with the following elements:

- Text:** 'You must add at least 1 Shareholder before saving and returning to the renewal.'
- Button:** A yellow button labeled **Add New Shareholder**.



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- b. Enter the information for the Shareholder Details. Then click on **“Find Member”** to bring up the search for the related member.

The screenshot shows the 'Sub-Corporation Shareholders' form, specifically the 'Shareholders Details' section. The form includes the following fields and controls:

- Name \***: A text input field.
- Street \***, **City \***, **Province \***, and **Postal Code \***: Four text input fields. The Province field is a dropdown menu currently showing 'SK'.
- Member Related To \***: A dropdown menu.
- Relationship \***: A dropdown menu.
- Find Member**: A yellow button.
- Share Type \***: Radio buttons for 'Voting' and 'Non-Voting'.
- Number of Shares Held \***: A text input field.
- Share Class \***: A dropdown menu.

In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add click on **“Select”**.

The screenshot shows the 'Finder' search window. It contains the following search criteria and controls:

- Last Name Contains**: A text input field with 'sha' entered.
- First Name Starts With**: A text input field with 'ka' entered.
- License No equals**: A text input field.
- Find**: A yellow button.
- Results Table**: A table with columns 'ID' and 'Name'. It contains three rows, each with a 'Select' button in the 'ID' column.

This will populate the **“Member Related to”**. Select the relationship to the member from the drop down. Select the share type and enter number of shares and share class. When completed click on **“Save & Return to Sub-Corporation Information”**. If you do not want to make changes click **“Cancel & Return to Sub-Corporation Information”**

If you did not intend to make any changes and wish to return to the Sub-Corporation Non-Voting Shareholder Form without saving, select Cancel & Return to Sub-Corporation Information.

Cancel & Return to Sub-Corporation Information

Save & Return to Sub-Corporation Information

- c. Answer the question under the General Information. If you select **“No”** click on **“Save & Return to Renewal”**

# MEDICAL CORPORATION PERMIT RENEWAL GUIDE

- d. If select **“Yes”**, you will be prompted for more information. Answer the question and then click on **“Find”** to bring up the search to the related member.

The screenshot shows a form titled "General Information". It contains a question: "Does any person or Corporation have any beneficial, equitable, or other interest in any shares of the Corporation other than as disclosed in the shareholder details section above? \*". There are two radio buttons: "Yes" (selected) and "No". To the right of this question is a text input field with a yellow highlight and the text "Please provide full information relating to the equitable or legal interest. \*". Below the question is a "Member related to \*" field with a greyed-out input box. To its right is a "Relationship to member \*" dropdown menu. A yellow "Find" button is located below the "Member related to" field. At the bottom of the form are two more fields: "Number of Shares Held \*" and "Share Class \*", both with input boxes.

In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add click on **“Select”**.

The screenshot shows a window titled "Finder". It has three search criteria: "Last Name Contains" with the value "sha", "First Name Starts With" with the value "ka", and "License No equals" with an empty input field. A yellow "Find" button is below these fields. Below the button is a table with two columns: "ID" and "Name". The table has three rows, each starting with a "Select" button. The first row shows the number "1" in the "ID" column.

This will populate the **“Member Related to”**. Select the relationship to the member from the drop down and enter number of shares and share class.

- e. If there are no other changes to be made you can click **“Save and Continue”**.

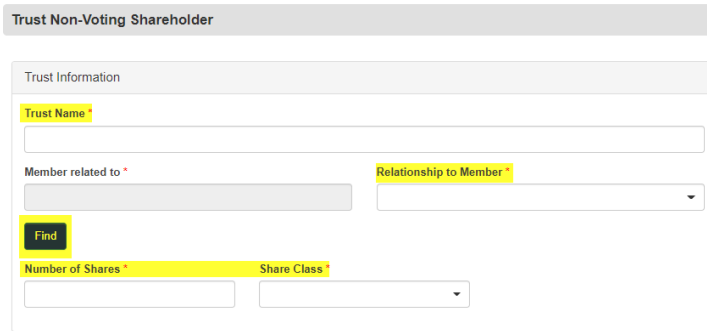
## New Trust Non-Voting Shareholders

5. Under the New Trust Non-Voting Shareholders section, click on **“Add New Trust Non-Voting Shareholder”**. A new window will open.

The screenshot shows a section titled "New Trust Non-Voting Shareholders". Below the title is a yellow button with the text "Add New Trust Non-Voting Shareholder".

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- a. Enter the name of the Trust then click on **“Find”** to bring up the search to the related member.



Trust Non-Voting Shareholder

Trust Information

Trust Name \*

Member related to \*

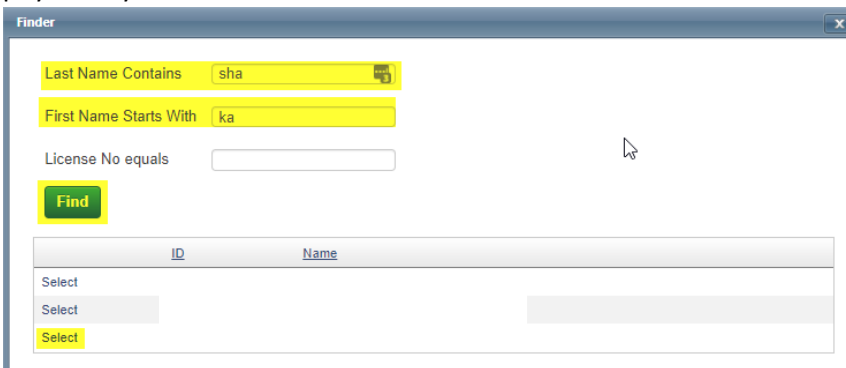
Relationship to Member \*

Find

Number of Shares \*

Share Class \*

In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add click on **“Select”**.



Finder

Last Name Contains sha

First Name Starts With ka

License No equals

Find

ID	Name
Select	
Select	
Select	

This will populate the Member Related to. Select the relationship to the member from the drop down and enter number of shares and share class.

- b. Complete the Trustee Details section



Trustee Details

Name of Trustee \*

Street \*

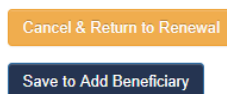
City \*

Province \*

Postal Code \*

- c. When completed click on **“Save to Add Beneficiary”**, if you do not want to make changes click **“Cancel & Return to Renewal”**

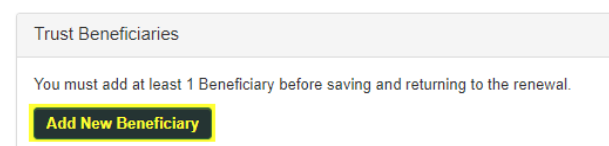
If you did not intend to make any changes and wish to return to the Corporation Renewal Form without saving, select Cancel & Return to Renewal.



Cancel & Return to Renewal

Save to Add Beneficiary

- d. Once the form is saved click on **“Add New Beneficiary”**



Trust Beneficiaries

You must add at least 1 Beneficiary before saving and returning to the renewal.

Add New Beneficiary

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You will now be redirected to the Beneficiary Details page to complete. As above click on **“Find Member”** to search for the member related to and select the relationship from the drop down.

Beneficiary Details

Name \*

Street \* City \* Province \* Postal Code \*

Member Related To \* Relationship \*

Find Member

- e. When completed click on **“Save & Return to Trust Information”**. If you do not want to make changes click **“Cancel & Return to Trust Information”**

If you did not intend to make any changes and wish to return to the Trust Non-Voting Shareholder Form without saving, select Cancel & Return to Trust Information.

Cancel & Return to Trust Information

Save & Return to Trust Information

- f. You will be brought back to the Trust Non-Voting Shareholder page, to complete the Trust Details. Answer the question and upload a copy of your trust agreement. **\*This is necessary in order to process your renewal\***

Trust Details

Does the trust permit any beneficial or contingent interest in the Trust for any person other than the beneficiaries listed above? \*

Yes  
 No

Click browse to attach a copy of the trust agreement. \*

File Name	Size
Drop files to attach, or <a href="#">browse</a>	

Is any beneficial or contingent interest in the Trust subject to any agreement that could provide any benefit to a person not listed as a beneficiary? \*

Yes  
 No

- g. If there are no other changes to be made you can click **“Save & Return to Renewal”**
- h. If there are no other changes to be made you can click **“Save and Continue”**

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## Existing Trust as a Shareholder

6. If you answer **“No”**, you can click on **“Save and Continue”** to continue to the next section
  - a. If you answer **“Yes”**, attach your new trust agreement and click on **“Save and Continue”** to proceed to the next section

Corporation Renewal

General Information | Voting Shareholders | Non-Voting Shareholders | **Existing Trust as a Shareholder** | Existing Sub-Corporation as a Shareholder | Directors | Practitioners | Insurance | Other Corporate Information | Declaration

Corporation Name  
[Text Field] Corporation

Answer the following question as a “No” if there is no Trust as a Shareholder in the Professional Corporation.  
Have there been changes to the terms of the trust or the beneficiaries of any of the following trusts since the Professional Corporation was registered with the College of which the College has not been notified in writing? \*

Yes  
 No

Click browse to upload a copy of the new Trust agreement \*

File Name	Size
Drop files to attach, or <a href="#">browse</a>	

## Existing Sub-Corporation as a Shareholder

7. If you answer **“No”**, you can click on **“Save and Continue”** to continue to the next section
  - a. If you answer **“Yes”**, attach your new sub-corporation details and click on **“Save and Continue”** to the next section

Corporation Renewal

General Information | Voting Shareholders | Non-Voting Shareholders | Existing Trust as a Shareholder | **Existing Sub-Corporation as a Shareholder** | Directors | Practitioners | Insurance | Other Corporate Information | Declaration

Corporation Name  
[Text Field] Corporation

Answer the question as a “No” if there is no Sub-Corporation as a Shareholder in the Professional Corporation.  
Have there been changes to the shareholders of the following corporations since the Professional Corporation was registered with the College of which the College has not been notified in writing? \*

Yes  
 No

Click browse to upload a copy of the new sub-corporation details

File Name	Size
Drop files to attach, or <a href="#">browse</a>	

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## Directors

- Review your Directors information. If there are no changes click **“No”** to the first question. When page is completed click on **“Save and Continue”**

The screenshot shows a web form with several tabs: General Information, Voting Shareholders, Non-Voting Shareholders, Existing Trust as a Shareholder, Existing Sub-Corporation as a Shareholder, **Directors**, Practitioners, Insurance, Other Corporate Information, and Declaration. The 'Directors' tab is active. Below the tabs, there is a 'Corporation Name' field with a dropdown menu. Underneath is a section for 'Current Directors' with two columns: 'Name' and 'Address', each containing a text input field. Below this is a question: 'Has there been any changes to the Directors information as listed?' with radio buttons for 'Yes' and 'No'. At the bottom are two buttons: 'Previous' and 'Save and Continue'.

- If you need to make a change to the Directors, click **“Yes”**. If you are changing a current director you click **“Edit”** to make a change or **“Remove”** to remove the person as a director. The corporation **MUST** have one Director.

The screenshot shows a form titled 'Modified Directors'. It has a table with two columns: 'Name' and 'Address'. Below each column is a text input field. To the right of the 'Address' field are two buttons: 'Edit' and 'Remove'. Below the table is an 'Add New Director' button.

- If making changes to an existing director, click **“Edit”**. A new window will appear to make the necessary changes. When completed click **“Save & Return to Renewal”**. If you do not want to make changes click **“Cancel & Return to Renewal”**

The screenshot shows a form titled 'Directors' with a search section. It has a 'Name' field with a 'Find' button. Below that are fields for 'Street', 'City', 'Province' (a dropdown menu with 'Saskatchewan' selected), and 'Postal Code'. At the bottom, there are two buttons: 'Cancel & Return to Renewal' and 'Save & Return to Renewal'. A note above the buttons reads: 'If you did not intend to make any changes and wish to return to the Corporation Renewal Form without saving, select Cancel & Return to Renewal.'

# MEDICAL CORPORATION PERMIT RENEWAL GUIDE

- b. If you need to add a new Director, click on **“Add New Director”** under the modified section

The screenshot shows a section titled "Modified Directors". It contains a table with four columns: "Name", "Address", "Edit", and "Remove". The "Name" column has a text input field with "Dr" entered. The "Address" column has a text input field with a dollar sign (\$) entered. The "Edit" column has a blue "Edit" button. The "Remove" column has an orange "Remove" button. Below the table is a yellow "Add New Director" button.

- i. The new Directors screen will appear, click on **“Find”**, this will load the search to find the physician.

The screenshot shows a "Directors" search screen. It has a "Name" field with an asterisk, a "Find" button, a "Street" field with an asterisk, a "City" field with an asterisk, a "Province" dropdown menu with "Saskatchewan" selected and an asterisk, and a "Postal Code" field with an asterisk.

In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add click on **“Select”**.

The screenshot shows a "Finder" window. It has search criteria: "Last Name Contains" with "sha" and a magnifying glass icon, and "First Name Starts With" with "ka". There is also a "License No equals" field. A yellow "Find" button is present. Below the search criteria is a table with columns "ID" and "Name". The table has three rows, each with a "Select" button. The first row's "Select" button is highlighted in yellow.

This will populate the physician’s name. Enter the address information. When completed click on **“Save & Return to Renewal”**. If you do not want to make changes click **“Cancel & Return to Renewal”**

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Directors

Name \*

Dr. Karen Shaw

Find

Street \* City \* Province \* Postal Code \*

Saskatchewan

If you did not intend to make any changes and wish to return to the Corporation Renewal Form without saving, select Cancel & Return to Renewal.

Cancel & Return to Renewal

Save & Return to Renewal

- ii. You will now be redirected back to the Director tab. When complete click on **“Save and Continue”** to continue to the next section.

## Practitioners

9. Review your Practitioners information. If there are no changes click **“No”** to the first question and answer remaining question. When page is completed click on **“Save and Continue”**.

General Information Voting Shareholders Non-Voting Shareholders Existing Trust as a Shareholder

Existing Sub-Corporation as a Shareholder Directors **Practitioners** Insurance Other Corporate Information Declaration

Corporation Name

Corporation

Current Practitioners

Name	Practice Location(s)	Liability Insurance Provider
		<input type="radio"/> CMPA <input type="radio"/> Other CMPA Policy Number _____

Do any persons practice medicine by, through, or in the name of the Professional Corporation other than persons listed as voting shareholders or as current Practitioners?

Yes  
 No

Are all physicians who carry on practice by, through or in the name of the Professional Corporation registered in accordance with The Medical Profession Act, 1981?

Yes  
 No

Previous Save and Continue

- a. If you need to make a change to the Practitioners, click **“Yes”**. If you are changing current practitioners you click **“Edit”** to make a change or **“Remove”** to remove the person as a practitioner.

Modified Practitioners

Name	Practice Location(s)	CMPA Policy Number		Remove
			<b>Edit</b>	<b>Remove</b>



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- i. If making changes to an existing practitioners, click **“Edit”**. A new window will appear to make the necessary changes. When completed click **“Save & Return to Renewal”**, if you do not want to make changes click **“Cancel & Return to Renewal”**

The screenshot shows the 'Practitioners' form with the following fields and buttons highlighted in yellow:

- Cancel & Return to Renewal** button
- Save & Return to Renewal** button

The form includes fields for Name, Practice Location(s), Liability Insurance Provider (with radio buttons for CMPA and Other), and CMPA Policy Number. A 'Find' button is also visible.

- b. If you need to add a new Practitioner, click on **“Add New Practitioner”** under the modified section

The screenshot shows the 'Modified Practitioners' table with the following elements highlighted in yellow:

- Add New Practitioner** button
- Edit** button
- Remove** button

The table has columns for Name, Practice Location(s), CMPA Policy Number, and Remove. A single row is visible with empty input fields.

- i. The new Practitioners screen will appear. Click on **“Find”**. This will load the search to find the physician.

The screenshot shows the 'Practitioners' form with the **Find** button highlighted in yellow.

In the search, enter the first and last name or partial, and hit **“Find”**. Once the search displays the physician you want to add click on **“Select”**.

The screenshot shows the 'Finder' search window with the following elements highlighted in yellow:

- Last Name Contains** field with the value 'sha'
- First Name Starts With** field with the value 'ka'
- Find** button
- Select** button in the search results table

The search results table has columns for ID and Name. A single row is visible with a 'Select' button.

This will populate the physicians name and CMPA Policy Number if we have it on file. If blank enter the CMPA Policy number and practice location information. When completed click on

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“Save & Return to Renewal”, if you do not want to make changes click “Cancel & Return to Renewal”

Practitioners

Practitioners

Name \* SHAW, KAREN

Practice Location(s) \*

Find

Liability Insurance Provider \*

CMPA

Other

CMPA Policy Number \*

If you did not intend to make any changes and wish to return to the Corporation Renewal Form without saving, select Cancel & Return to Renewal.

Cancel & Return to Renewal

Save & Return to Renewal

- ii. If Liability Insurance Provider is other, please complete the required information. When completed click on “Save & Return to Renewal”, if you do not want to make changes click “Cancel & Return to Renewal”

Liability Insurance Provider \*

CMPA

Other

Name of Insurance Provider \* Address \* Policy Number \* Liability coverage per occurrence \*

Cancel & Return to Renewal

Save & Return to Renewal

- iii. You will now be redirected back to the Practitioners tab. When complete click on “Save and Continue” to continue to the next section.

## Insurance

- 10. Answer the question, and any follow up questions. When complete click on “Save and Continue” to continue to the next section.

General Information	Voting Shareholders	Non-Voting Shareholders	Existing Trust as a Shareholder		
Existing Sub-Corporation as a Shareholder	Directors	Practitioners	<b>Insurance</b>	Other Corporate Information	Declaration

Corporation Name

Corporation

Does each physician who practices medicine by, through or in the name of the corporation hold liability insurance that meets the requirements of the College bylaws? \*

Yes

No

Previous

Save and Continue

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## Other Corporate Information

11. Answer the question, and any follow up questions. When complete click on “**Save and Continue**” to continue to the next section.

General Information	Voting Shareholders	Non-Voting Shareholders	Existing Trust as a Shareholder		
Existing Sub-Corporation as a Shareholder	Directors	Practitioners	Insurance	<b>Other Corporate Information</b>	Declaration

Corporation Name  
 Corporation

Is the Professional Corporation in good standing pursuant to the Business Corporation Act? \*

Yes  
 No

Do the articles of the Professional Corporation prevent it from carrying on any business or activities associated with the practice of medicine by any physician listed as a voting shareholder or as a person practicing through the corporation? \*

Yes  
 No

Have the articles of the Professional Corporation been amended since the last application for an annual permit was filed with the College of Physicians and Surgeons? \*

Yes  
 No

## Declaration

12. Review the declaration and select the voting shareholder that completed the renewal from the drop-down menu.

General Information	Voting Shareholders	Non-Voting Shareholders	Existing Trust as a Shareholder		
Existing Sub-Corporation as a Shareholder	Directors	Practitioners	Insurance	Other Corporate Information	<b>Declaration</b>

Corporation Name  
 Corporation

Only one voting shareholder is required to answer this question on behalf of their corporation even if there are multiple voting shareholders.  
I agree and certify that:

- Each Statement in this application is true;
- I hold voting shares in the Professional Corporation.
- I undertake that I will notify the College if I become aware that the Professional Corporation does not comply with the provisions of The Medical Professional Act, 1981 relating to professional incorporation, or the bylaws of the College relating to professional incorporation, or if the Professional Corporation fails to comply with any terms or conditions contained in a permit, or if any of the information I have provided in this renewal document should change.

I agree \*

Voting Shareholder \*

- If ready to proceed to payment click on “**Submit Renewal & Proceed to Payment**” to continue to the cart section.

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- b. If you want to review later and not proceed to payment yet click on **“Save”**. Once the form saves, you will be able to close the window and come back later to complete.

## Payment

13. You will be brought to the cart to review your fee’s. Once reviewed click on **“Proceed to Payment”**

### Corporation Annual Renewal

#### Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Corporation Annual Fees	151.00	1	151.00

Subtotal 151.00

**Proceed to Payment**

- a. If paying by credit card enter your payment details and click **“Submit Order”**

#### Shopping Cart

##### Items

Item	Price	Total
Corporation Annual Renewal	151.00	151.00

#### Cart Charges

Item Total	151.00
Shipping	0.00
Handling	0.00
Transaction Grand Total	151.00

If you choose to pay by cheque or third party, please select pay later:

#### Payment Details

Pay Now

Pay Later

Payment amount 151.00

Payment method

\* Card number

\* Name on card

\* Expiration date

\* CSC

Card address 115 Valley Park Pl  
Swift Current, SK S9H 5N2  
[Choose another address](#)

**Submit Order**

- b. If paying by cheque click **“Pay Later”** then click **“Submit Order”**

#### Shopping Cart

##### Items

Item	Price	Total
Corporation Annual Renewal	151.00	151.00

#### Cart Charges

Item Total	151.00
Shipping	0.00
Handling	0.00
Transaction Grand Total	151.00

If you choose to pay by cheque or third party, please select pay later:

#### Payment Details

Pay Now

Pay Later

For Staff Use

**Submit Order**

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**Note:** If you are paying by cheque, please make the cheque out to *College of Physicians and Surgeons of Saskatchewan* and mailed to **101-2174 Airport Drive, Saskatoon, SK, Canada, S7L 6M6** at your earliest convenience to mitigate delays in processing or Re-Registration Fee being applied.

You will now be brought to the confirmation page, please print this page for future reference.