



2023 Medical Corporation Permit Renewal Guide

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Section 1: GETTING STARTED

CHECK YOUR EMAIL FOR YOUR CORPORATION PERMIT RENEWAL NOTIFICATION - You will receive an email notification from cpsreg-corp@cps.sk.ca that you are now able to renew your permit for the upcoming year.

The email will include two links for each corporation in which you hold voting shares.

1. **Start Renewal Process Link** will take you to login page. Use this link if you remember your password from last year. Enter your username and password.
Once you are logged in, you will be able to access the renewal button “**Click Here to Proceed to Renewal Page**” from “**Corporation Profile**” in the top navigation bar.
2. **Reset Password Link** will redirect to our website for you to create a new password. Use this link if you cannot remember your password.
After you have created your new password and are logged in, you will be able to access the renewal button the “**Click Here to Proceed to Renewal Page**” from “**Corporation Profile**” in the top navigation bar.

Once logged on, click on “**Corporation Profile**” in the top navigation bar.

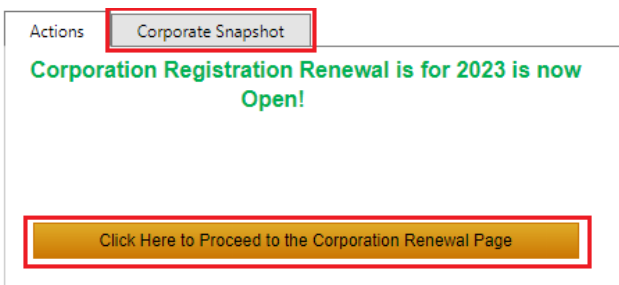


Once you have accessed the Corporation Renewal page, you will see two tabs. You may wish to first review your information under the **Corporate Snapshot tab**.

IMPORTANT: if you need to make changes to your Trust as a Shareholder or Sub-Corporation as a Shareholder, we recommend you print a copy of your Corporate Snapshot, before you begin, as you will be asked to note changes on the snapshot and upload it within the renewal process.

To print your corporate snapshot by selecting ‘**Ctrl**’ and ‘**P**’ on your keyboard at the same time to launch a printer menu.

Once you have reviewed your “Corporate Snapshot”, click the **back arrow**, and then on “**Click Here to Proceed to the Corporation Renewal Page**”.



This will take you to a landing page that will outline what you are required to complete for your corporation renewal. When you are ready to begin, click **“Start Renewal Now”**.

IMPORTANT: Please Read before you begin

Before proceeding with your renewal, please make sure you have reviewed the **Corporate Snapshot** from the previous page. You can get back to this page by hitting the back arrow in your browser.

You may wish to **print your snapshot**, as you will not be able to access the snapshot once you have entered into the renewal site. You can do this by selecting the **Adobe print option**.

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

Making additions or changes to the sub-corporation or trust: you should ensure you have the Trust Agreement or (sub) Corporate Profile available, as we will need this documentation to be uploaded to your renewal or submitted, to confirm any additions or changes.

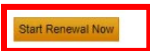
The deadline to submit your Corporate Permit Renewal is December 15. If you have not completed your submission by this date and if there are errors that require attention and are not addressed prior to the December 15 deadline, a penalty of \$350 may be applied to the \$150 Corporate Permit Renewal Fee.

Please review the **Corporate Permit Renewal Guide** and **FAQs** found below, before proceeding with your renewal. Please also note that this renewal site uses 'pop ups' and you may need to **temporarily allow 'pop ups'** on your computer.

If you are trying to complete your renewal on a **Saskatchewan Health Authority Workstation**, you may experience difficulties, due to **firewall settings**. It is recommended, if possible that you complete your renewal on a personal device.

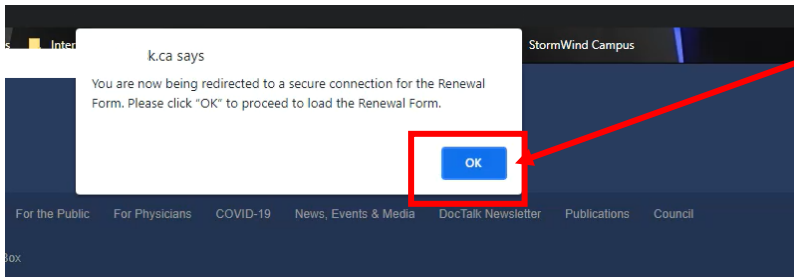
You can leave the form at any time, but please make sure to scroll down to the bottom of the page that you are on and click **'Save and Continue'** button, so you can return later to proceed with your renewal.

Once you are ready to begin, please press **“Start Renewal Now”**



[Corporate Permit Renewal Guide](#)
[Corporate Permit Renewal FAQs](#)

Once you have clicked the **“Start Renewal Now”** button, a pop-up button will appear on your screen as noted below. You will need to hit **“OK”** to be redirected to the secure renewal platform.



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

Returning back to the Online Renewal Portal if interrupted

If you get interrupted when completing your renewal, you can save the page you are on and sign out of the site.

When you are able to return to your renewal, you can log in as noted above and you will see a button you can click to **“Continue Renewal”**.



Section 2: NAVIGATING THE FORM

Updating the General Information Tab

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

General Information

Application Status
In Progress

Registrant Information

Name Certificate Number

Corporation Address

Corporation Address

Do you wish to renew your corporation for the upcoming year? *

Yes
 No

Is the address of the Corporation correct? *

Yes
 No

If you wish to renew your corporation permit, please select **“Yes”**. If not, please select **“No”**.

If you are proceeding with renewal, you will be asked to confirm if the address of the Corporation is correct.

If correct, select **“Yes”** and click **“Save and Continue”**.

If incorrect, select **“No”** and update your address.

Save and Continue

Is the address of the Corporation correct? *

Yes
 No

Modified

Address Line 1 Address Line 2

City Province Postal Code

If you need to make changes to your address, a modified section will open where you can make your changes to your address.

When completed click on **“Save and Continue”**.

Save and Continue

By selecting **‘Yes’** to renewing your corporation, and once you **“save and continue”** at the bottom of the **General Information Tab**, you will be taken to the Voting Shareholders tab.

To complete your renewal, you will want to click through each tab noted at the top of the Renewal Form, to confirm whether you need to make changes or not.

General Information	Voting Shareholders	Individual Non-Voting Shareholders	Trust as a Shareholder
Sub-Corporation as a Shareholder	Directors	Practitioners	Other Corporate Information
			Declaration

Making Changes to Voting Shareholders

Review your Voting Shareholder information. If there are no changes, click **“No”**.

If you need to add a new Voting Shareholder select **‘Yes’**, when asked **“Does any person other than those named have any right to exercise voting rights with respect to the voting shares of the Professional Corporation?”**

Or, if you need to make any changes to your current list of Voting shareholders, select **“yes”** to the question **“Are there any changes to the Voting Shareholders?”**

Then, click on **“Save and Continue”**.

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

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

Corporation Name

Current Voting Shareholders

Shareholder Name	Share Class	Other Share Class
	Other	G

Are there any changes to the Voting Shareholders? *

Yes No

Does any person other than those named have any right to exercise voting rights with respect to the voting shares of the Professional Corporation? *

Yes No

Previous **Save and Continue**

If you indicated that you needed to add a new voting shareholder, a new section will open up as shown below.

Click on the **“Add New Voting Shareholder”** button to add a new Voting Shareholder.

Or, select the **‘Edit’** button to edit existing Voting Shareholders.

Are there any changes to the Voting Shareholders? *

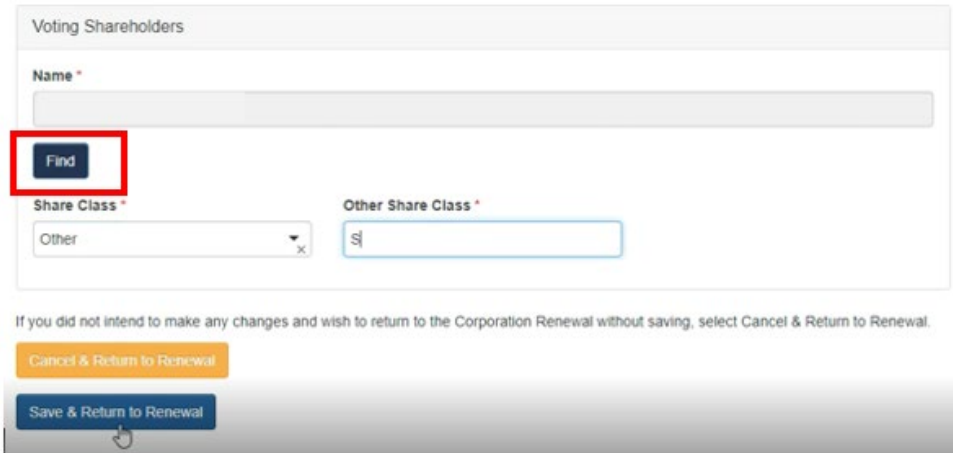
Yes No

Add or Change Current Voting Shareholders

Name	Share Class	Other Share Class	Field Set
	Other	G	Edit

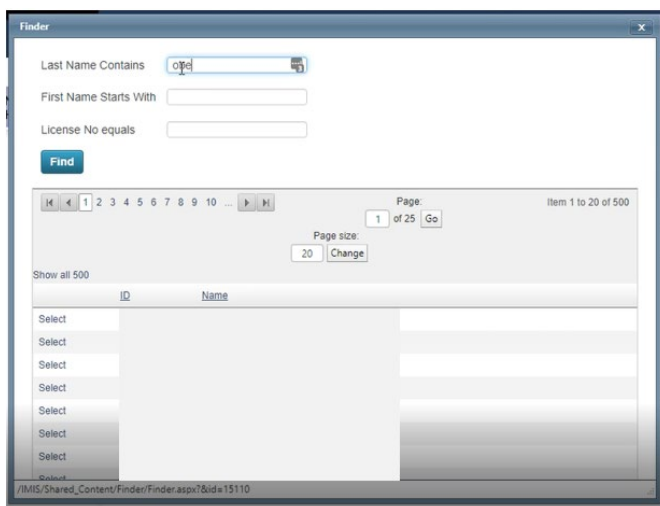
Add New Voting Shareholder

If adding a new Voting Shareholder, click on the **“Find”** button and search for the Shareholder name. A search window will open.



The screenshot shows a web form titled "Voting Shareholders". It has a "Name *" field, a "Share Class *" dropdown menu (currently set to "Other"), and an "Other Share Class *" text input field. A blue "Find" button is highlighted with a red rectangle. Below the form, there is a message: "If you did not intend to make any changes and wish to return to the Corporation Renewal without saving, select Cancel & Return to Renewal." At the bottom, there are two buttons: "Cancel & Return to Renewal" (orange) and "Save & Return to Renewal" (blue).

Enter the first and last name or partial name and click on the **“Find”** button. From the results, click on **“Select”** next to the name you wish to add.



The screenshot shows a "Finder" window with search criteria: "Last Name Contains" (with "ope" entered), "First Name Starts With", and "License No equals". A "Find" button is visible. Below the search criteria, there is a table with columns "ID" and "Name". The table is currently empty. The window also shows pagination information: "Page: 1 of 25", "Page size: 20", and "Item 1 to 20 of 500".

You can then either enter the **Share Class** or select **Other Share Class**. Once entered, click on **“Save & Return to Renewal”**.

Voting Shareholders

Voting Shareholders

Name *

New name added

Find

Share Class *

To edit any existing Voting Shareholder, you can change their share class in the field below. Once you have made your changes, click **“Save & Return to Renewal”**.

Voting Shareholders

Voting Shareholders

Name *

Dr.

Find

Share Class *

A

If you did not intend to make any changes and wish to return to the Corporation Renewal page, click the **Cancel & Return to Renewal** button.

Cancel & Return to Renewal

Save & Return to Renewal

Or, if you wish to remove an existing Voting Shareholder, click the **‘Mark for Removal’** button.

Are there any changes to the Voting Shareholders? *

Yes

No

Add or Change Current Voting Shareholders

Name	Share Class	Edit Record	Mark for Removal
	A	Edit	<input checked="" type="checkbox"/>
	A	Edit	<input type="checkbox"/>

Add New Voting Shareholder

Note: There must be more than one voting shareholder in the list to remove any names.

Are there any changes to the Voting Shareholders? *

Yes

No

Add or Change Current Voting Shareholders

Name	Share Class	Edit Record
Dr. Udeme Esop Akpan - 10456	A	Edit

Add New Voting Shareholder

If only one share holder, removal tab is not present. As you need at least 1 voting share holder.

Making Changes to Individual Non-Voting Shareholders

Review your **Individual Non-Voting Shareholders** Tab.

If there are no changes to your **Individual Non-voting Shareholders**, you can answer “**No**” to the question and click on “**Save and Continue**” to move to the next section.

Corporation Renewal

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

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

Corporation Name

Current Individual Non-Voting Shareholders

Shareholder Name	Member Related To	Relationship	Share Class	Other Share Class
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	Spouse	Other	Class B
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	Parent	Other	Class H

Have there been any new or changes to the Individual Non-Voting Shareholders? *

Yes
 No

Save and Continue

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

Corporation Renewal

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

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

Corporation Name
Dr. Patricia Ruth Smith Medical Prof. Corp.

Current Individual Non-Voting Shareholders

Shareholder Name	Member Related To	Relationship	Share Class	Other Share Class
		Spouse	Other	Class B
		Parent	Other	Class H

Have there been any new or changes to the Individual Non-Voting Shareholders? *

Yes
 No

Add or Change Existing Individual Non-Voting Shareholders

Name	Relationship	Share Class	Other Share Class	Edit Record	Mark for Removal
	Spouse	Other	Class B	Edit	<input type="checkbox"/>
	Parent	Other	Class H	Edit	<input type="checkbox"/>

Add New Individual Non-Voting Shareholder

Previous **Save and Continue**

Click on "Add New Individual Non-Voting Shareholder" tab to proceed with adding a new member

Similarly, when adding a new voting shareholder, you will select ‘**Add New Individual Non-Voting Shareholder**’ button, which will take you to a screen where you can search the first or last name of the individual you wish to add.

This will bring you to the form to select the “**Relationship to Member**” and “**Share Class**” from the respective drop-down menus. Once this information has been entered, you can click on “**Save & Return to Renewal**”. Only those who match these Relationships are allowed to be added.

Individual Non-Voting Shareholders

Individual

Name *

Member Related To *

Relationship to member *

Find

Share Class *

If you did not intend to make any changes, select Cancel & Return to Renewal.

Cancel & Return to Renewal

Save & Return to Renewal

You may also edit any existing Non-Voting Shareholders as needed by selecting the ‘**Edit**’ button next to their name.

Add or Change Existing Individual Non-Voting Shareholders

Name	Relationship	Share Class	Other Share Class	Edit Record	Mark for Removal
	Spouse	Other	Class B	Edit	<input type="checkbox"/>
	Parent	Other	Class H	Edit	<input type="checkbox"/>

Add New Individual Non-Voting Shareholder

The record form will load, and you will be able to make changes to the **“Member Related to”**, **“Relationship”** and **“Share Class”** boxes. Once you have completed your changes, click **“Save & Return to Renewal”**.

Individual Non-Voting Shareholders

Individual

Name *

Member Related To *

Relationship to member *

Spouse

Find

Share Class *

OTH

Other Share Class *

NV-1

If you did not intend to make any changes, select Cancel & Return to Renewal.

You may remove any existing Non-Voting Shareholders as needed by selecting the **“Remove”** button.

Add or Change Existing Individual Non-Voting Shareholders

Name	Relationship	Share Class	Other Share Class	Edit Record	Mark for Removal
Kerry Babcock	Spouse	Other	Class B	Edit	<input checked="" type="checkbox"/>
Wendell Phillip Smith	Parent	Other	Class H	Edit	<input type="checkbox"/>

Add New Individual Non-Voting Shareholder

Making Changes to Trust as a Shareholder

Review your **Trust as a Shareholder** Tab.

If you do not have any changes to make to the Trusts or Beneficiaries of any listed Trusts, you can answer **“No”** to the question and click on **“Save and Continue”** to move to the next section.

General Information	Voting Shareholders	Individual Non-Voting Shareholders	Trust as a Shareholder	
Sub-Corporation as a Shareholder	Directors	Practitioners	Other Corporate Information	Declaration

Corporation Name
Dr. A.

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

Existing Trust Details

Name
Dr.

Existing Trust Beneficiaries

Trust Name	Name
Dr.	
Dr.	
Dr.	
Dr.	
Dr.	

Previous **Save and Continue**

If you are adding a trust, select “Yes” and click on “Add New Trust Non-Voting Shareholder”.

General Information	Voting Shareholders	Individual Non-Voting Shareholders	Trust as a Shareholder	
Sub-Corporation as a Shareholder	Directors	Practitioners	Other Corporate Information	Declaration

Corporation Name
Dr. Prof. Corp.

Since the Professional Corporation was registered with the College has a Trust been added? *

Yes
 No

Modify or Add New Trust Non-Voting Shareholders

Add New Trust Non-Voting Shareholder

You have not added a new trust. If you no longer wish to do so, please select No above.

Previous **Save and Continue**

Enter in the “Trust Name”, then select the “Find” button and a pop-up finder will appear.

Trust Information

Trust Name *

Member related to *

Relationship to Member *

Trust

Find

Share Class *

Enter the first and last name or partial name and click on the **“Find”** button. From the results, click on **“Select”** next to the name you wish to add.

Finder

Last Name Contains [c] [x]

First Name Starts With []

License No equals []

Find

Page: 1 of 25 Go

Page size: 20 Change

Show all 500

ID	Name
Select	
Select	
Select	
Select	
Select	
Select	
Select	
Select	
Select	
Select	

/MIS/Shared_Content/Finder/Finder.aspx?bidx=15110

The **“Relationship to Member”** box should autopopulate as **“Trust”**. Complete **“Share Class”** and/or **“Other Share Class”**, and **“Name of Trustee”** as appropriate, and select **“Save to Add Beneficiary”**.

Trust Information

Trust Name *

Member related to *

Relationship to Member *

Trust

Find

Share Class *

Other

Other Share Class *

Check Other

Trustee Details

Name of Trustee *

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

To add a Beneficiary, select **“Save to New Beneficiary”** at the bottom of the screen.

Trust Beneficiaries

Click **Save to Add Beneficiary**.
You must add at least 1 Beneficiary before saving and returning to the renewal.

Add New Beneficiary

A new screen will open for Beneficiary Details to be added. Type in the Name, then select **“Find Member”** and a Finder will pop up.

Beneficiary Details

Name *

Member Related To * Relationship *

Find Member

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

Enter the first and last name or partial name, click on the **“Find”** button. From the results, click on **“Select”** next to the name you wish to add.

Finder

Last Name Contains

First Name Starts With

License No equals

Find

Page 1 of 25 Go

Page size 20 Change

Show all 500

ID	Name
Select	
Select	
Select	
Select	
Select	
Select	
Select	
Select	

/RMS/Shared_Content/Finder/Finder.aspx?&id=13110

Select the **“Relationship”** and click on **“Save & Return to Trust Information”**.

Beneficiary Details

Name *

Member Related To *

Relationship *

Find Member

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

Answer the remaining questions before selecting **“Save & Return to 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

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

Save & Return to Renewal

You will be brought back to the main renewal form. Once returned, please click the **“browse”** link to upload the required documents. Once the documents are uploaded, click on **“Save and Continue”**.


Please print your Corporate Snapshot and indicate the necessary changes directly on the form. Once complete, please scan the revised form and click the browse to upload file here. If there has been any changes to the Trust Agreement, please click the browse to upload the new Trust Agreement here *

File Name	Size
 Drop files to attach, or browse	

Making changes to existing Trust as a Shareholder

If you have changes to existing trust or beneficiaries, select **“Yes”**. Print or save a copy of your Corporation Snapshot. Make any necessary changes and upload the revised file by clicking browse and locating it on your computer.

Please print your Corporate Snapshot and indicate the necessary changes directly on the form. Once complete, please scan the revised form and click the browse to upload file here. If there has been any changes to the Trust Agreement, please click the browse to upload the new Trust Agreement here *

File Name	Size
 Drop files to attach, or browse	

Making Changes to your Sub-Corporation as a Shareholder

In the next section, you will be asked if a sub-corporation as a shareholder has been added since the Corporation was registered. If no, select **“No”** and click on **“Save and Continue”**.

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

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

Corporation Name

Dr.
Prof. Corp.

Since the Professional Corporation was registered with the College has a sub-corporation as a shareholder been added? *

Yes
 No

Previous
Save and Continue

If you are adding a Sub-Corporation, select **“Yes”** and click on **“Add New Sub-Corporation Non-Voting Shareholder”**.

Modify or Add New Sub-Corporation Non-Voting Shareholders

Add New Sub-Corporation Non-Voting Shareholder

When the form loads, enter the name in the **“Sub-Corporation Name”** field and click on **“Save to Add Shareholder”**.

Sub-Corporation Non-Voting Shareholder

Sub-Corporation

Sub-Corporation Name *

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 Shareholder

Shareholders Details

Click Save to Add Shareholder.
You must add at least 1 Shareholder before saving and returning to the renewal.

Click on **“Add New Shareholder”**.

Sub-Corporation Non-Voting Shareholder

Sub-Corporation

Sub-Corporation Name *

Sub-Corporation

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 Shareholder

Shareholders Details

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

Add New Shareholder

Enter the **“Name”** of the shareholder. Then, select the **“Find”** button and a pop-up finder will appear.

Sub-Corporation Shareholders

Shareholders Details

Name *

Member Related To *

Relationship *

Find Member

Enter the first and last name or partial name and click on the **“Find”** button. From the results, click on **“Select”** next to the name you wish to add.

Finder

Last Name Contains

First Name Starts With

License No equals

Find

Page: 1 of 25 Go

Page size: 20 Change

Show all 500

Select	ID	Name
Select		
Select		
Select		
Select		
Select		
Select		
Select		

AMIS/Shared_Content/finder/finder.aspx?bid=15110

Select **Relationship** from the drop-down menu and click on **“Save & Return to Sub-Corporation Information”**.

You will be brought back to the main renewal form. Once returned, please click on the **“browse”** link to upload the required documents. Once the documents are upload, click on **“Save and Continue”**.

Making changes to existing Sub-Corporation as a Shareholder

If you have changes to make to an existing Sub-Corporation, select **“Yes”**. Print or save a copy of your **“Corporate Snapshot”**. Make any necessary changes and upload the revised file by clicking on **browse** and locating the file on your computer.

Once completed click **“Save and Continue”**.

Making Changes to Directors

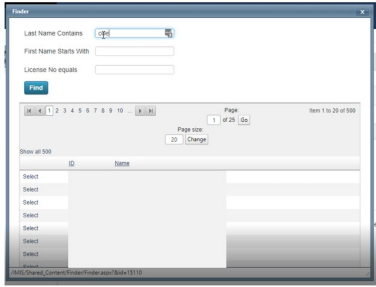
Review the information under the **“Directors”** tab. If there are no changes, click **“No”** for the first question. Once the page is completed, click on **“Save and Continue”**.

If you need to make a change to the Directors, click **“Yes”**. The corporation **MUST** have at least one Director. If you selected yes (that there have been changes), a new section will appear.

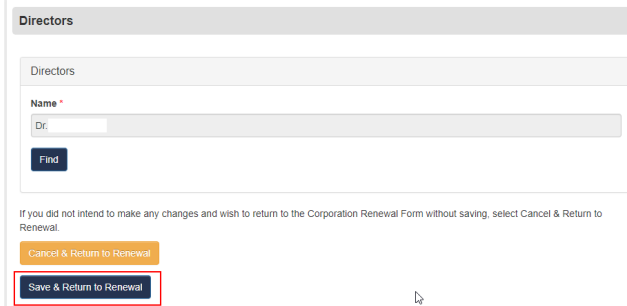
To add a new Director, click on **“Add New Director”**.

On the **Directors** form, click on **“Find”**.

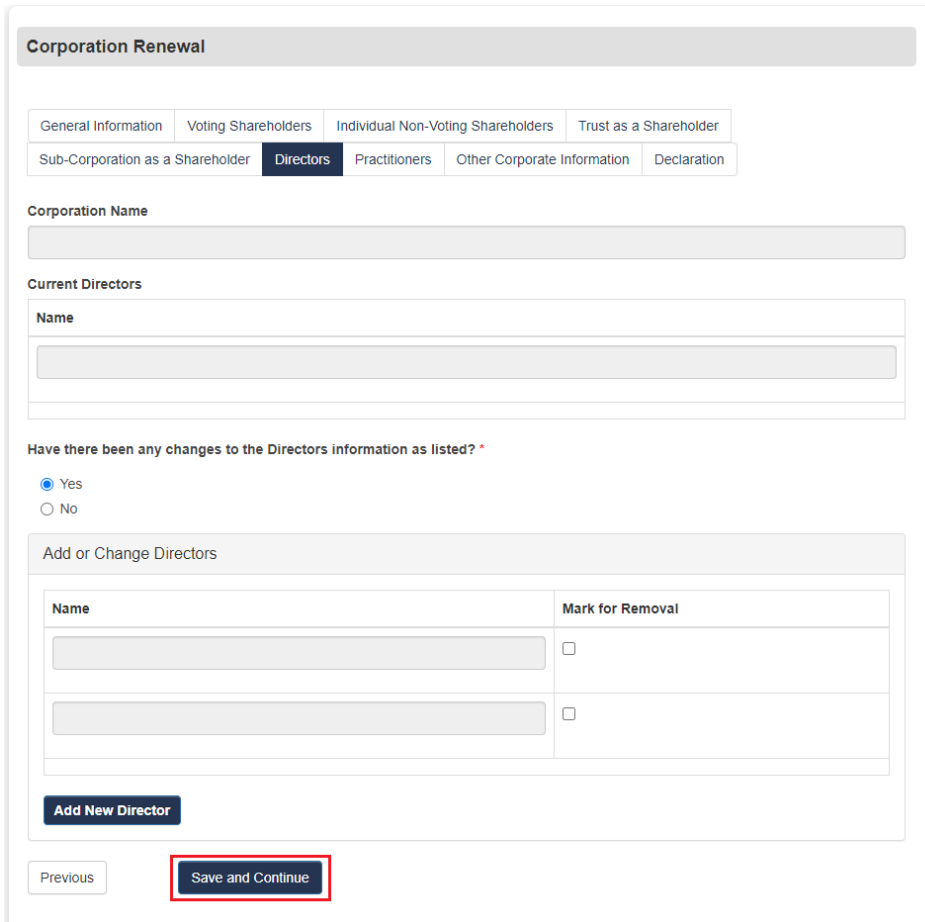
Enter the first and last name or partial name and click on the **“Find”** button. From the results click on **“Select”** next to the name you wish to add.



Once the director has been added to the form, click on **“Save & Return to Renewal”**.



Repeat steps for all additional directors that need to be added. If you do not need to make any changes to existing directors, click on **“Save and Continue”**.



Similarly, you can remove existing Directors by clicking the **“Mark for Removal”** button next to their name, noted below. If you do not need to make any changes to existing directors, click on **“Save and Continue”**.

Corporation Renewal

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

Corporation Name
[Text Field]

Current Directors

Name	Mark for Removal
[Text Field]	<input type="checkbox"/>

Have there been any changes to the Directors information as listed? *

Yes
 No

Add or Change Directors

Add New Director

Previous | **Save and Continue**

Making Changes to Practitioners

Review the information in your **“Practitioners”** tab. If there are no changes to the current list of Practitioners, select **“No”**.

Review and respond to the remaining questions as appropriate and select **“Save and Continue”**.

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

Corporation Name
Dr. | Prof. Corp.

Current Practitioners who practice through or in the name of the Professional Corporation

Name	Field Set
[Text Field]	<p>Liability Insurance Provider</p> <p><input checked="" type="radio"/> CMPA <input type="radio"/> Other</p> <p>CMPA Policy Number</p> <p>9</p>

Is the above list of current Practitioners who practice through or in the name of the Professional Corporation correct? *

- 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

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

If you need to add a new Practitioner, click **“No”** to the question **“Is the above list of current practitioners who practice through or in name of the Professional Corporation Correct?”**

In the **“Modified Practitioners”** section, click on **“Add New Practitioner”**.

Corporation Name
Dr. _____

Current Practitioners who practice through or in the name of the Professional Corporation

Name	Field Set
Dr. _____	Liability Insurance Provider <input checked="" type="radio"/> CMPA <input type="radio"/> Other CMPA Policy Number _____

Is the above list of current Practitioners who practice through or in the name of the Professional Corporation correct? *

- Yes
- No

Modified Practitioners

Name	CMPA Policy Number	Remove
Dr. _____	_____	<input type="button" value="Remove"/>

On the Practitioners form, click on **“Find”**.

Practitioners

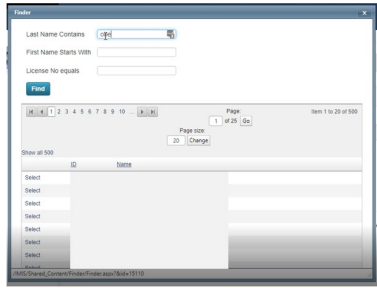
Practitioners

Name *

Liability Insurance Provider *

- CMPA
- Other

Enter the first and last name or partial name and click on the **“Find”** button. From the results, click on **“Select”** next to the name you wish to add.



Once the practitioner has been added to the form, click on **“Save & Return to Renewal”**.

Practitioners

Practitioners

Name *

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

Repeat steps for all additional practitioners that need to be added. If you do not need to make any changes to the existing list of practitioners, click on **“Save and Continue”**.

To remove a practitioner, click the **“Mark for Removal”** button next to the name.

Corporation Name
 Dr. Patricia Ruth Smith Medical Prof. Corp.

Current Practitioners who practice through or in the name of the Professional Corporation

Name	Field Set
	Liability Insurance Provider <input checked="" type="radio"/> CMPA <input type="radio"/> Other CMPA Policy Number

Is the above list of current Practitioners, correct? *

Yes
 No

Modified Practitioners

Name	CMPA Policy Number	Mark for Removal
		<input type="checkbox"/>

Add New Practitioner

Reviewing the Other Corporate Information Tab

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

Corporation Name
 Dr. Prof. Corp.

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

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

Your Declaration Tab

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

General Information	Voting Shareholders	Individual Non-Voting Shareholders	Trust as a Shareholder
Sub-Corporation as a Shareholder	Directors	Practitioners	Other Corporate Information
			Declaration

Corporation Name

Dr. Prof. Corp.

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:

1. Each Statement in this application is true;
2. I hold voting shares in the Professional Corporation.
3. 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.

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.

Section 3: Notes on Payment Options

You will be brought to the cart to review your fees. Once you have reviewed the details, click on **“Proceed to Payment”**.

Corporation Annual Renewal

Dues Payments

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

Subtotal 151.00

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

Submit Order

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

Note: If you are paying by cheque, please make the cheque out and mail to:
College of Physicians and Surgeons of Saskatchewan
101-2174 Airport Drive,
Saskatoon, SK, Canada, S7L 6M6

You will now be brought to the confirmation page. **Please print this page** for future reference. Thank you.