

## CORPORATION PERMIT ANNUAL RENEWAL


# Frequently Asked Questions (FAQ)

## Where do I go to begin my Corporation renewal?

You will receive an email notification from [cpssreg-corp@cps.sk.ca](mailto:cpssreg-corp@cps.sk.ca) to indicate when you are able to access the online platform to renew your license for the upcoming year.

The email will include two options for you to proceed:

1. **Renewal Link** will take you to your 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 start renewal button the “**Click Here to Proceed to Renewal Page**” from “**Corporation Profile**” in the top navigation bar.
2. **Reset Password Link** will redirect you to our website 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 “**My Profile**” in the top navigation bar.

**\*\*Please note\*\*** - The renewal system is optimized for using **Google Chrome Browser**  and using a **desktop computer or laptop**. Using your phone or tablet may result in unforeseen issues. Where possible, it is recommended that you complete your renewal from a **home or personal computer**, rather than a Saskatchewan Health Authority or SaskCancer Agency Workstation, due to possible **firewall settings**.

## Why am I not seeing the ‘Click Here to Proceed to Renewal Page’ button?

If you are seeing your personal name rather than your Corporation name, then you are likely still logged into your Licensure renewal. You will need to log out and log back in using your Corporation Certificate number.

## How will I know what my username is for the Online Corporation Permit Renewal site?

Your **Corporation Certificate number** is your username, which will also be provided in the email sent to you from the CPSS. Please use only the numbers as your username.

## How will I know what my password is for the Online Corporation Permit Renewal Site?

You will receive an email notification indicating when the Corporation Permit Renewal site is open. The email will contain two links. The second link will allow you to create a new password if you are new or if you do not remember your password. If you do, however, remember your password you can use the first link to load the login page.

## How do I unlock my account?

If you are having issues logging into your account, you can send an email to [it.support@cps.sk.ca](mailto:it.support@cps.sk.ca) or call the College at 306-244-7355.

## Key Renewal Dates

Key Dates	Licensure Renewal	Corporation Permit Renewal
Deadline to Renew	November 1	November 16
Late Fee applied	Midnight November 1	Midnight November 16
Expiry	November 30	December 31
Re-Registration Fee applied	Midnight November 30	Midnight December 31

Fee Type	Licensure Renewal	Corporation Permit Renewal
Annual Renewal Fee	\$2070	\$150
Late Fee	\$300	\$100
Re-Registration/Restoration Fee	\$450	\$350

## What information will I need available to complete my 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 plan to pay online.

If you have added a trust, a sub-corporation 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?

In the Trust as a Shareholder Tab, you will answer 'YES' to the question *"Have there been any changes to the trust or 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?"*

- To edit existing details, select 'Edit' within the Modify Existing Trust section of the Form.
- To add a new trust, select the 'Add New Trust' button within the Add New Trust section at the bottom of the Form.

In the Sub-Corporation as a Shareholder Tab, you will answer 'YES' to the question "*Since the Professional Corporation was registered with the College has a sub-corporation as a shareholder been added?*"

- To edit existing details, select 'Edit' within the Modify Existing Sub-Corporation section of the Form.
- To add a new Sub-Corporation – select the 'Add New Sub-Corporation' button within the Add New Sub-Corporation section at the bottom of the Form.

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

The renewal platform will highlight in red any missed required fields. The system will also not let you proceed, if questions remain unanswered.

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

You may save your corporation permit renewal at any point. You should scroll to the bottom of the last completed page and press "Save and Continue" to capture any answers you have provided.

You will need to log back into the CPSS Website to continue where you left off.

### **How can I make a correction in my renewal after submission?**

If you have submitted your renewal, you will not be able to return to the form to make any changes. If you need to make a correction after submitting, please email [cpssreg-corp@cps.sk.ca](mailto:cpssreg-corp@cps.sk.ca) or call the College at 306-244-7355. Please have your Corporation Certificate number and submission number available.

### **What do I do with my Corporation Permit Renewal if I am retiring or lapsing my licence?**

If you plan to retire or lapse your medical licence, please log into to your Corporation Permit Annual Renewal to answer the relevant questions and to inform our office of your decision. This will also help ensure you are removed from further reminder notices. If you have any further questions, please email [cpssreg-corp@cps.sk.ca](mailto:cpssreg-corp@cps.sk.ca) or call the College at 306-244-7355.

### **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 the CPSS and matched with the online permit renewal information. You will be issued a receipt for payment when your permit of corporation is issued. Please note that if the payment is not received in our office on time, you could be subject to late fees.

### **How will I know my payment was received?**

Your permit and receipt will be sent once payment is confirmed. If there is an issue with processing your payment, the College will reach out to you directly.

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

When all requirements have been met for permit renewal and your application has been approved, the College will issue you an annual permit for the corporation and receipt electronically. These will come to you in two separate emails.

### **How will I know if I successfully submitted my Corporation Permit renewal?**

When you have submitted the corporation permit renewal application, you will be taken to a confirmation page. You will also receive a confirmation email as well to confirm your renewal was successfully submitted. You may wish to keep a copy of your confirmation number for future reference.

### **Will I be able to print a copy of my completed Corporation Permit renewal form for my records?**

Currently the application does not allow for printing of your renewal application form. If you would like to keep a record of your submission you will be required to print each screen using your browser before proceeding to the next section.

### **What happens if I renew after the submission deadline of November 16?**

You will be charged a late fee of \$100.

### **What happens if I submit my renewal after my Corporation Permit expires on December 31?**

The CPSS will keep the permit renewal system open approximately 10 days after the December 31 permit expiry date.

If you submit a renewal after December 31, you will be charged the late fee \$100 plus a \$350 fee to re-register your Corporation Permit.

**Please note:** You will also not be able to bill through your corporation for any time that you did not have a valid permit. This may require you to bill through your licence number until the permit has been reinstated and as long as your licence has been renewed by its deadline.