



2021 Medical Corporation Permit Renewal Guide

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Section 1: Getting Started

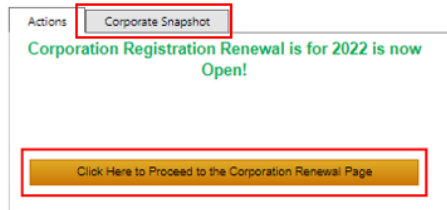
1. Log in through **Physician Sign in** on the CPSS Website.



2. Next to the **Home tab**, please click on **“Corporation Profile”** in the top navigation bar.



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



4. Please make sure to read what is required to complete for your corporate renewal before clicking **“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.

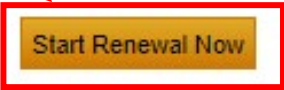
If you are trying to complete your renewal on a **Saskatchewan Health Authority Workstation**, you may experience difficulties, due to **firewall settings**. It is recommended, if possible that you complete your renewal on a personal device.

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"**

[Start Renewal Now](#)

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



Note: If you are returning to complete your corporate renewal form click **"Continue Renewal"**



5. You will now be redirected to the secure license renewal form. You will need to hit **"OK"**

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

Section 2: Navigating the Form

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

Save and Continue

If you wish to renew your corporation, 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.

Is the address of the Corporation correct? *

Yes
 No

Modified

Address Line 1 Address Line 2

City Province Postal Code

Save and Continue

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”**

Voting Shareholders Tab

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

Then answer if there are persons other than named who will have any right to exercise voting rights with respect to voting shares of the Professional Corporation?

When page is completed 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
<input type="text"/>	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

Adding a New Voting Shareholder

If you need to add a voting shareholder, click “Yes” to the first question, and a new section will open up. Select **Add New Voting Shareholder** button.

Are there any changes to the Voting Shareholders? *

Yes
 No

Add or Change Current Voting Shareholders

Name	Share Class	Other Share Class	Field Set
<input type="text"/>	Other	G	<input type="button" value="Edit"/>

Then select the “Find” button and search for the Shareholder name.

Voting Shareholders

Name *

Find

Share Class * Other

Other 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

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

Finder

Last Name Contains o

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

/JMS/Shared_Content/finder/finder.aspx?id=15110

Then you can enter the **Share Class** or select **Other Share Class** and then select **‘Save & Return to Renewal’**

Voting Shareholders

Voting Shareholders

Name *

Find

Share Class *

Making changes to existing Voting Shareholders

When making changes to existing Voting Shareholders you can edit the current Share Class or remove a Voting Shareholder.

To edit any existing Voting Shareholders, as needed by selecting the **'Edit'** button.

Are there any changes to the Voting Shareholders? *

Yes
 No

Add or Change Current Voting Shareholders

Name	Share Class	Other Share Class	Field Set	Remove
<input type="text"/>	OTH	G	Edit	Remove
<input type="text"/>	Other	S	Edit	Remove

Add New Voting Shareholder

The page will load and you make changes to the Share Class and 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.

Save & Return to Renewal

To remove any existing Voting Shareholders, as needed by selecting the **'Remove'** button. Remember there must be more than one voting shareholder before you can remove.

Are there any changes to the Voting Shareholders? *

Yes
 No

Add or Change Current Voting Shareholders

Name	Share Class	Other Share Class	Field Set	Remove
<input type="text"/>	OTH	G	Edit	Remove
<input type="text"/>	Other	S	Edit	Remove

Add New Voting Shareholder

Then make sure to respond to the final question before selecting **“Save and Continue”**

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

Individual Non-Voting Shareholders Tab

Review your Individual Non-Voting Shareholders. If there are no changes to your Individual Non-voting Shareholders you can answer the question **“No”** and click on **“Save and 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.

Current Individual Non-Voting Shareholders

Shareholder Name	Member Related To	Relationship	Field Set
<input type="text"/>	<input type="text"/>	Self	<p>Share Class <input type="text" value="Other"/></p> <p>Other Share Class <input type="text" value="Class G"/></p>

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

Yes

No

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

Corp Test Name One

Current Individual Non-Voting Shareholders

Shareholder Name	Member Related To	Relationship	
<input type="text"/>	<input type="text"/>	Trust	Share Class <input type="text" value="Other"/> Other Share Class <input type="text" value="GG"/>
<input type="text"/>	<input type="text"/>	Stepchild	Share Class <input type="text" value="Other"/> Other Share Class <input type="text" value="FF"/>

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

- Yes
- No

Add or Change Existing Individual Non-Voting Shareholders

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

Add New Individual Non-Voting Shareholder

Adding a New Non-Voting Shareholder

Add or Change Existing Individual Non-Voting Shareholders

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

Add New Individual Non-Voting Shareholder

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

Click on "Find" to locate the Member Related To

Individual Non-Voting Shareholders

Individual

Name *

Member Related To *

Relationship to member *

Find

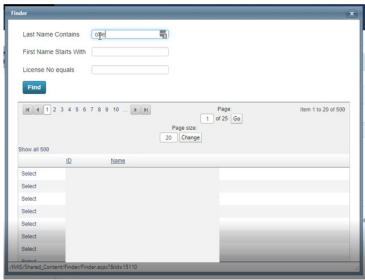
Share Class *

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

Cancel & Return to Renewal

Save & Return to Renewal

Enter the first and last name or partial name, click on "Find" button. From the results click on "Select" next to the name you are looking for to add



You will be returned to the form to select the Relationship to Member and Share Class from the respective drop-downs. Once this information has been completed, 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

Making changes to an existing Non-Voting Shareholder

When making changes to existing Non-Voting Shareholders you can edit the current Share Class or remove a Non-Voting Shareholder.

You may edit any existing Non-Voting Shareholders, as needed by selecting the **'Edit'** button.

Add or Change Existing Individual Non-Voting Shareholders					
Name	Relationship	Share Class	Other Share Class	Field Set	Remove
<input type="text"/>	Spouse	OTH	NV-1	Edit	Remove

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

Individual Non-Voting Shareholders

Individual

Name *

Member Related To *

Relationship to member *

Share Class *

Other Share Class *

Find

Cancel & Return to Renewal

Save & 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	Field Set	Remove
<input type="text"/>	Spouse	OTH	NV-1	Edit	Remove

Trust as a Shareholder Tab

Review your Trust Information. If you do not have any changes to the Trusts or Beneficiaries of any listed Trusts, you can answer the question **"No"** and if there have been no changes to the existing Trust, then you can click **"No"** and then **"Save and 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. 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**

Adding a new Trust as a Shareholder

If you are adding a trust, then you will select **“Yes”** and select **“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**

Trust Information

Trust Name *

Member related to *

Relationship to Member *

Trust

Share Class *

Find

Enter the first and last name or partial name, click on “Find” button. From the results click on “Select” next to the name you are looking for 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	

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

Trust Information

Trust Name *

Member related to *

Relationship to Member *

Trust

Share Class *

Other Share Class *

Check Other

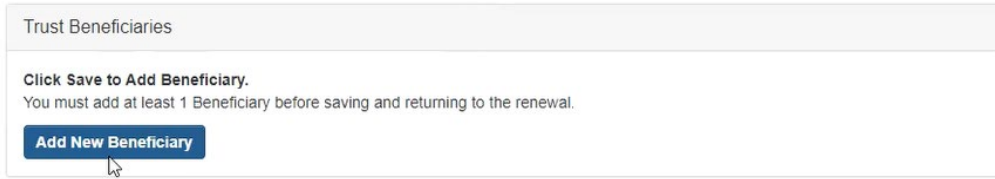
Trustee Details

Name of Trustee *

Cancel & Return to Renewal

Save to Add Beneficiary

To add a Beneficiary, select **'Add New Beneficiary'** at the bottom of the screen.

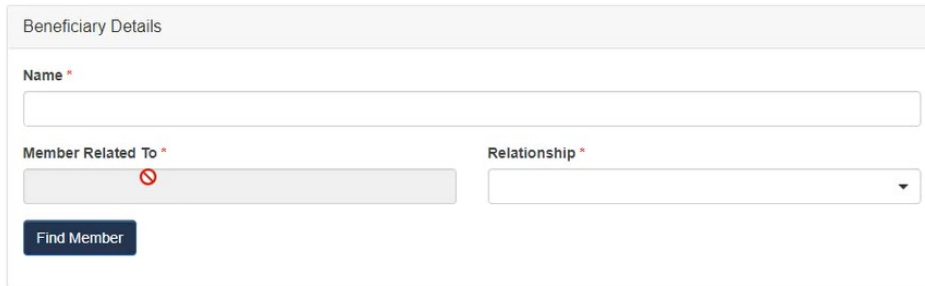


Trust Beneficiaries

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 the Name and then select **"Find Member"** and a Finder will pop up.



Beneficiary Details

Name *

Member Related To * Relationship *

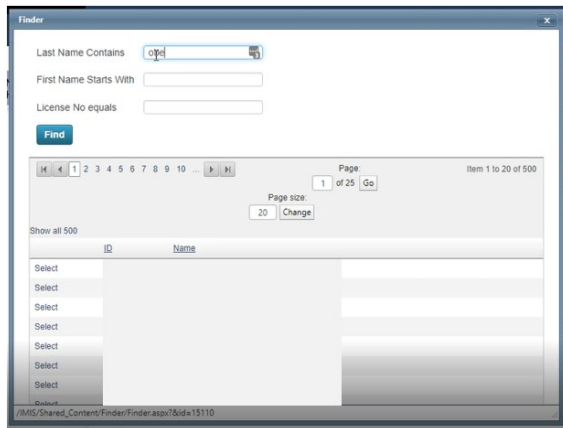
Find Member

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** to Trust Information.

Cancel & Return to Trust Information

Save & Return to Trust Information

Enter the first and last name or partial name, click on **"Find"** button. From the results click on **"Select"** next to the name you are looking for 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	

Search

/MIS/Shared_Content/Finder/Finder.aspx?&id=15110

Then select the **"Relationship"** that exists and select **"Save & Return to Trust Information"**

Beneficiary Details

Name *

Member Related To *

Relationship *

Parent

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

Making changes to existing Trust as a Shareholder

If you have changes to the trust or beneficiaries, then you will select **“Yes”**. Print or save a copy of your Corporate 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	

Sub-Corporation as a Shareholder Tab

Next section will ask if a sub-corporation as a shareholder has been added since the Corporation was registered. If no, then select **“No”** and then **“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**

Adding a new Sub-Corporation as a Shareholder

If you are adding a Sub-Corporation, then you will select **“Yes”** and select **“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 then 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.

After you Save to Add Shareholder, 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 in the 'Name' of the shareholder and then select the "Find" button and a pop-up finder will be appear.

Sub-Corporation Shareholders

Shareholders Details

Name *

Member Related To *

Relationship *

Find Member

Enter the first and last name or partial name, click on "Find" button. From the results click on "Select" next to the name you are looking for 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	

/MIS/Shared_Content/finder/finder.aspx?&id=15110

Then select **Relationship** from the drop-down menu, and **"Save & Return to Sub-Corporation Information"**

Sub-Corporation Shareholders

Shareholders Details

Name *
Test User

Member Related To *
Find Member

Relationship *
Type to search
Child
Parent
Self
Spouse
Stepchild

If you did not intend to make any changes and wish to return to the Sub-Corporation Information, click on the Cancel & Return to Sub-Corporation Information button.

Cancel & Return to Sub-Corporation Information

Save & Return to Sub-Corporation Information

If you need to add additional shareholders click **“Add New Shareholder”**, if you are done proceed to the General Information section

Shareholders Details

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

Name	Member Related To	Relationship	
Test User		Child	Edit

Add New Shareholder

Complete the questions under the General Information section and click on **“Save & Return to Renewal”**

General Information

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? *

Yes
 No

Member related to *
Find

Relationship to member *
Corporation

Share Class *

Save & Return to Renewal

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

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

Yes
 No

Modify or Add New Sub-Corporation Non-Voting Shareholders

Name	Field Set	
NBA	Edit	Remove

Add New Sub-Corporation Non-Voting Shareholder

Click browse to upload a copy of the Certificate of Incorporation, Articles of Incorporation, and Schedules (if listed in Articles) for the new Sub-Corporation.

File Name	Size
Drop files to attach, or browse	

Previous

Save and Continue

Making changes to existing Sub-Corporation as a Shareholder

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

Corporation Name
Dr.

Have there been changes to the sub-corporation shareholders since the Professional Corporation was registered with the College of which the College has not been notified in writing? *

Yes
 No

Existing Sub-Corporation Information

Name
A

Please print your Corporate Snapshot and indicate the necessary changes directly on the form. Once complete, please scan the revised form and click browse to upload the file here.

File Name Size

Drop files to attach or **browse**

Modify or Add New Sub-Corporation Non-Voting Shareholders

Add New Sub-Corporation Non-Voting Shareholder

Previous **Save and Continue**

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

Directors Tab

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

Current Directors

Name

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

Yes
 No

Previous **Save and Continue**

If you need to make a change to the Directors, click **“Yes”**. The corporation **MUST** have one Director.

Adding a new Director

Click on **“Add New Director”**

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

Yes
 No

Add or Change Directors

Name	Remove
Dr. [text]	<input type="button" value="Remove"/>

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

Directors

Directors

Name *

[text]

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.

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

The screenshot shows a search window with the following fields: Last Name Contains (with a dropdown), First Name Starts With, and License No equals. A 'Find' button is visible. Below the search fields is a table with columns for 'ID' and 'Date'. The table contains several rows, each starting with a 'Select' button. A pagination bar at the bottom shows 'Page 1 of 20 of 500' and 'Show all 500'.

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

Directors

Directors

Name *

Dr. [text]

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.

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”**

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. J.

Current Directors
 Name
 Dr.

Have there been any changes to the Directors information as listed?
 Yes
 No

Add or Change Directors

Name	Remove
Dr.	Remove
Dr.	Remove

Add New Director

Previous | **Save and Continue**

Making Changes to existing Directors

You can remove existing Directors by clicking the **“Remove”** button next to their name. If you do not need to make any changes to existing directors 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.

Current Directors
 Name
 Dr.

Have there been any changes to the Directors information as listed?
 Yes
 No

Add or Change Directors

Name	Remove
Dr.	Remove

Add New Director

Previous | **Save and Continue**

Practitioners Tab

Review your Practitioners information. If there are no changes to the current list of Practitioners, then select **“No”**. Then 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
	Liability Insurance Provider <input checked="" type="radio"/> CMPA <input type="radio"/> Other CMPA Policy Number 9

Previous | **Save and Continue**

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

Previous **Save and Continue**

Adding a new Practitioner

If you need to make add a new Practitioners, click **“No”**. In the modified Practitioners 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. []	[]	Remove

Add New Practitioner

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

Practitioners

Practitioners

Name *

[]

Find

Liability Insurance Provider *

CMPA
 Other

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

Table

Last Name Contains C []

First Name Starts With []

License No equals []

Find

Page 1 of 20 of 500
Page Size 20 (Change)

ID	Name
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]
Select	[]

Show all 500

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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 *

12

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 existing practitioners click on **“Save and Continue”**

Making changes to existing Practitioners

To remove a practitioner click the **“Remove”** button next to the name

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.		Remove

Add New Practitioner

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

Previous | Save and Continue

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:

- 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 *

Previous Save **Submit Renewal & Proceed to Payment**

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 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	<input type="text" value="1"/>	151.00

Subtotal 151.00

Proceed to Payment

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 to:
College of Physicians and Surgeons of Saskatchewan

And at your earliest convenience and to mitigate delays in processing or penalty being applied, please send to:
**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.