

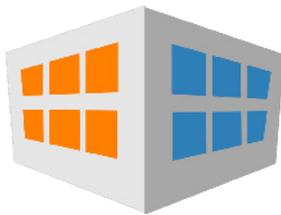


WHAT YOU SHOULD KNOW ABOUT YOUR

ONLINE CORPORATE RENEWAL

Renewal for your corporation coincides with the renewal for your annual registration. You should receive your renewal package by e-mail in early October.

If you have not received your corporate renewal e-mail by the latter part of October, please contact our office to ensure that an e-mail was sent to you.



What if the corporate address has changed?

Corporate addresses do not automatically change when you provide our office with a change of address for you personally. Corporate addresses are often addresses for a lawyer or an accountant, so **we do not automatically change the address of your corporation without receiving the direction that this is the desire for your corporation as well.**

As a policy, we only accept changes of address from the physician (member). If sending us information by e-mail, please ensure you are using the same e-mail address that the College has on record for you.

Please note that corporate renewals are sent by e-mail so the address of the corporation will not be used for renewal purposes. All voting shareholders will be notified by e-mail that renewal is open. Designate one voting shareholder to complete the renewal to avoid confusion.

If you have any questions, please contact our office by e-mail at cpsreg-corp@cps.sk.ca.

STEP-BY-STEP RENEWAL

1

Designate 1 member to complete the renewal.

Only 1 member holding voting shares is required to complete the declaration.
(A "member" refers to a physician that is on the CPSS Register, NOT their accountant or lawyer or other family member who is not a physician.)

2

Log into "Corporate Renewal" portal on CPSS website.

Your username is the "Login" number found at the top of the renewal letter you received. Once logged in, click on "Corporation Profile".

3

Print off your Corporate Snapshot.

Click on the "Corporate Snapshot" tab to access.

4

Complete all questions and fill out the Declaration.

In the "Actions" tab, click on the "Renew Professional Corporate Registration" button to access the form. All of the questions **must** be answered.

5

Pay the \$150 Renewal Fee

Fees not received by November 30th of the renewal year will lead to an additional \$350 penalty to re-instate your corporation.

* Renewals can be submitted online only. Save your submission number for future reference and for communications with the College.