



College of Dental Hygienists of Ontario

Application to **Renew** a Certificate of Authorization

Declaration and Undertaking

Name of Applicant: _____

Date of application: Day _____ Month _____ Year _____

Corporation Name: _____

Corporation No.: _____

(N.B. The name of the corporation must comply with the requirements of s. 1 of Ontario Regulation 39/02.¹)

Address: _____

Phone No. _____ Fax No. _____

E-mail: _____

¹ Section 1 of Ontario Regulation 39/02 reads, in part, as follows:

- I. (1) A corporation is eligible to hold a certificate of authorization issued by a College if all the following conditions are met:....
 3. The name of the corporation meets the standards described in subsections (2) to (5).
O. Reg. 39/02, as amended, s. 1 (1).
 - (2) The name of the corporation must meet the requirements in section 3.2 of the *Business Corporations Act* and must not violate the provisions of any other Act. O. Reg. 39/02, as amended, s. 1 (2).
 - (3) The name of the corporation must include the surname of one or more shareholders of the corporation, as the surname is set out in the College register, and may also include the shareholder's given name, one or more of the shareholder's initials or a combination of his or her given name and initials.
O. Reg. 39/02, as amended, s. 1 (3).
 - (4) The name of the corporation must indicate the health profession practised by the shareholders.
O. Reg. 39/02, as amended, s. 1 (4).
 - (5) The name of the corporation must not include any information other than the information permitted or required by subsections (2), (3) and (4).

I, _____, a member of the College of Dental Hygienists of Ontario and a director of the corporation, am applying on behalf of the above corporation for a Certificate of Authorization under the *Regulated Health Professions Act*.

I, _____, **DECLARE THAT:**

1. **Membership:** I am a member in good standing of the College of Dental Hygienists of Ontario.
2. **Incorporation:** The Corporation is incorporated under the *Business Corporations Act of Ontario*.
3. **Good standing:** The Corporation is in good standing with the Registrar of the *Business Corporations Act of Ontario* and there has been no change in the status of the Corporation since the date the certificate of status was issued (must be within previous 30 days of the application).
4. **Practice name:** The Corporation agrees that if it practises in a name other than its corporate name, that the Corporation shall first notify the CDHO of its practice name and shall include its corporate name in all written, electronic or broadcast communications.
5. **Shareholders:** The name of each shareholder of the Corporation and his or her CDHO registration number, business address, business telephone number, and e-mail address as of the date of the application is (use additional pages if necessary):

Full Name	CDHO Registration No.	Business Address	Business Phone	E-mail

6. **Directors and officers:** (Note: all directors and officers must be shareholders of the corporation as listed in 5.) The directors and officers of the Corporation are:

Full Name (as above)	Check off if a Director	Check off if an Officer	Give Title of Office if an Officer

7. **Practice location(s):**

The Corporation practises in the following location(s) (if different from the principal address). The only addresses omitted are residential addresses of clients.

Address	Phone	Fax	E-mail

8. **Professional activities:** As indicated in the accompanying statutory declaration, the Corporation can not carry on, and can not plan to carry on, any business that is not the practice of the profession governed by the College i.e., dental hygiene or activities related to or ancillary to the practice of the profession (Regulation 39/02 2.(1) 6.ii). The activities that the Corporation plans to carry out include:

Provide brief description:

9. **Individuals practising:** Registrants of the College of Dental Hygienists of Ontario that will practise on behalf of the Corporation, including shareholders and employees of the Corporation, are:

Full Name	College Registration No.

10. **Insurance:** As per the regulations made under the *Dental Hygiene Act, 1991* all members holding a general or specialty certificate of registration must maintain professional liability insurance in the amount set out in the by-laws before being issued a general or specialty certificate of registration. O. Reg. 21/94 amended 131/00, Part VII. Members with an inactive certificate of registration can not practise dental hygiene through a professional corporation (although they can be inactive shareholders).

11. **Accuracy of application:** I have personal knowledge of the declarations contained in this application and of the information I have added in completing this form, and I declare that the declarations and information are accurate and complete.



Renewal Application Checklist

The Application is not complete without the following enclosures:

- Signed application form including undertaking forms signed by all shareholders.
- Fee of \$250.00
- Statutory declaration by a director of the Corporation signed before a commissioner, lawyer or notary public no more than 15 days before the application.
- Certificate of Status from Ministry of Consumer & Business Services issued in the previous 30 days.
- Certified copy of Certificate of Incorporation.
- Certified copy of every certificate of the corporation that has been endorsed under the *Business Corporations Act* (if applicable).

Date

Applicant's signature/s

OFFICE USE ONLY

- Application is approved
- Application is denied

Date

Registrar's signature



Undertaking Form (Each Shareholder of the Corporation Must Sign this Form)

I, _____, **UNDERTAKE AS FOLLOWS:**

1. I will ensure that the professional corporation does not do or omit to do anything that would be professional misconduct if done or omitted to be done by myself.
2. I will ensure that the professional corporation does not breach any provision of the Code of Conduct for Professional Corporations that may be published by the College of Dental Hygienists of Ontario from time to time.
3. I will ensure that the professional corporation maintains a valid certificate of authorization and does not provide professional or ancillary services while its certificate of authorization is under suspension or revoked.
4. I will ensure that the Corporation complies with the *Dental Hygiene Act*, regulations and bylaws of the College.
5. I will ensure that any future shareholder of the Corporation shall file a similar undertaking with the College as soon as he or she becomes a shareholder.
6. I will ensure that the College is notified of any changes to practice locations of the Corporation as soon as they occur.
7. I will ensure that this certificate of authorization is renewed annually on or before March 1st of each year.

Date

Signature of shareholder



Statutory Declaration

I, _____, a director of _____,
holding CDHO registration number _____ do hereby solemnly declare the following:

I. I certify the following:

- i. that the corporation is in compliance with section 3.2² of the *Business Corporations Act* as of the date the statutory declaration is executed;
- ii. that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the CDHO or activities related to or ancillary to the practice of that profession;
- iii. that there has been no change in the status of the corporation since the date of the certificate of status enclosed with the application for a certificate of authorization that accompanies this statutory declaration; and
- iv. that the information contained in the application for a certificate of authorization that accompanies this statutory declaration is complete and accurate as of the day this statutory declaration is executed.

Declared before me in the City of _____, on this _____ day of _____, 20____.

(Signature of Declarant)

A Commissioner, etc.

Made pursuant to s. 41 of the *Canada Evidence Act*,
and s. 43 of the *Evidence Act*, of Ontario.

(Affix stamp, seal or card below)

²Section 3.2 of the *Business Corporations Act*, reads as follows:

Application of Act

3.2 (1) This Act and the regulations apply with respect to a professional corporation except as otherwise set out in this section and sections 3.1, 3.3 and 3.4 and the regulations. 2000, c. 42, Sched., s. 2.

Conditions for professional corporations

(2) Despite any other provision of this Act, a professional corporation shall satisfy all of the following conditions:

1. All of the issued and outstanding shares of the corporation shall be legally and beneficially owned, directly or indirectly, by one or more members of the same profession.
2. All officers and directors of the corporation shall be shareholders of the corporation.
3. The name of the corporation shall include the words “Professional Corporation” or “Société professionnelle” and shall comply with the rules respecting the names of professional corporations set out in the regulations and with the rules respecting names set out in the regulations or by-laws made under the Act governing the profession.
4. The corporation shall not have a number name.
5. The articles of incorporation of a professional corporation shall provide that the corporation may not carry on a business other than the practice of the profession but this paragraph shall not be construed to prevent the corporation from carrying on activities related to or ancillary to the practice of the profession, including the temporary investment of surplus funds earned by the corporation. 2000, c. 42, Sched., s. 2.

Corporate acts not invalid

(3) No act done by or on behalf of a professional corporation is invalid merely because it contravenes this Act. 2000, c. 42, Sched., s. 2.

Voting agreements void

(4) An agreement or proxy that vests in a person other than a shareholder of a professional corporation the right to vote the rights attached to a share of the corporation is void. 2000, c. 42, Sched., s. 2.

Unanimous shareholder agreements void

(5) A unanimous shareholder agreement in respect of a professional corporation is void unless each shareholder of the corporation is a member of the professional corporation. 2000, c. 42, Sched., s. 2.