



### NOTIFICATION OF CHANGE - PROFESSIONAL CORPORATION

I, \_\_\_\_\_, of \_\_\_\_\_  
\_\_\_\_\_ Professional Corporation, hereby inform the Registrar of the College of  
Veterinarians of Ontario of the following changes:

#### CATEGORY OF CHANGE:

Check all changes that apply and see the info sheet for a list of required documents for changes

- Managing Director
- \*Shareholders, Directors and/or Officers
- Address for Prof. Corp.
- \*Adding a Holding Company
- \*Sale of Assets (with Sale of an Accredited Facility)
- Becoming a Subsidiary to another Prof. Corp.
- \*Amalgamation
  - with a Holding Company
  - Material Change(s) as per By-Law 53(2)—see above
  - two or more PC's, and continuing under one of the existing names
  - \*Dissolution
  - two or more PC's, and continuing under a new name.
  - \*Prof. Corp. Name Change

**DETAILS OF CHANGE(s)**  
*(complete appropriate sections only)*

#### CHANGE OF REGISTERED BUSINESS ADDRESS

c/o Facility Name *(if applicable)*: \_\_\_\_\_  
Street or R.R. No: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### CHANGE OF MAILING ADDRESS *(if different from above)*

c/o Facility Name *(if applicable)*: \_\_\_\_\_  
Street or R.R. No: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

#### CHANGE OF MANAGING DIRECTOR

From: \_\_\_\_\_ Licence #: \_\_\_\_\_  
To: \_\_\_\_\_ Licence #: \_\_\_\_\_

**CHANGE OF DIRECTORS, OFFICERS, or other SHAREHOLDERS**

*Note: if Prof. Corp name is based on all shareholder names, and these change, the PC Name must also be amended to include all current shareholders.*

<u>Name and Position</u>	<u>Licence #</u>	<u>Added or Deleted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DETAILS OF CHANGES**

*Please explain changes in detail. Include the name of any other PC(s) or Holding Company(s) that may be involved. For Prof. Corp. name change list the previous name and the new name.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Changes Effective as of:** \_\_\_\_\_ (dd/mm/yyyy)

*NOTE: Do not forget to review the Info page (page 3) for a list of required documents that must be included with this form.*

**UNDERTAKING**

I, \_\_\_\_\_, hereby confirm that I hold a current licence from the College of Veterinarians of Ontario, the conditions of which are in keeping with a certificate of authorization for the above-named professional corporation; I am also the existing or new Managing Director of the professional corporation, and hereby undertake to accept responsibility for the operation of the above-named professional corporation, ensuring it meets all standards for professional corporations and fully complies with the College By-Laws, the *Veterinarians Act, Regulations 1093* and the *Ontario Business Corporations Act*.

*I have advised the previous Managing Director (if applicable) to provide written verification of these changes to the College.*

_____	_____
Signature of Existing or Previous Managing Director	Date
_____	_____
Signature of New Managing Director (if applicable)	Date

Change of Information Fee \$200 +HST (\$226):     Cheque Enclosed     VISA or MC

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_    Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_    \$ \_\_\_\_\_

## INFORMATION PAGE

College By-Laws, Part 9, section 53: A professional corporation shall deliver a written notice to the Registrar within 30 days of the occurrence of any of the following events:

1. Any change in the information contained in the original application form or the last renewal application, including a change in the shareholders or in the managing director.
2. Any material change in the structure or operation of the business of the professional corporation, including,
  - i. the initiation of criminal or quasi-criminal proceedings against it,
  - ii. the death of a shareholder,
  - iii. its bankruptcy or insolvency,
  - iv. the appointment of a receiver for it, or
  - v. the filing of an application for its winding-up.

## REQUIRED DOCUMENTS FOR CHANGES

### Name Change for a Professional Corporation:

- The first step is to apply for approval of the new name using the *'Application for Professional Corporation Name'*.
- The second step is to file for amendment with the Ministry of Government and Consumer Services.
- The third step is to submit the *'Notification of Change – Professional Corporation'* form, along with a copy of the *'Articles of Amendment'*.

### Amalgamations:

- Submit the *'Notification of Change – Professional Corporation'* form, along with a copy of the *'Articles of Amalgamation'*.

### Sale of Assets of a Professional Corporation:

- If the sale of assets for the professional corporation includes an accredited facility that the PC practices through; the first step is for the new owner to contact the Accreditation Department to notify them of the pending sale and submit an *'Application for Inspection'* to book an inspection.
- The second step is to submit the *'Notification of Change – Professional Corporation'* form for the professional corporation.

*Note: The facility is a separate entity from the professional corporation. It has its own rules and regulations, and changes must be made with the Accreditation department first.*

### Adding a Holding Company:

- Submit the *'Notification of Change – Professional Corporation'* form, noting the name of the holding company and listing all of the shareholders, which must all be licensed veterinarians.
- Submit the *'Shareholder Register'* for the holding company or a notarized affidavit listing all shareholders of the holding company.

### Dissolution:

- Submit the *'Notification of Change – Professional Corporation'* form, along with a copy of the *'Certificate of Dissolution'*.