



# NOTIFICATION OF CHANGE - PROFESSIONAL CORPORATION

To notify the College of change, please complete this form and mail, fax or email it to the College for processing.

College of Veterinarians of Ontario  
2-71 Hanlon Creek Blvd  
Guelph, ON N1C 0B1  
Fax: 519-824-6497 or 888-662-9479 (Toll Free in Ontario)

Questions?  
Please call 519-824-5600 or 800-424-2856  
(Toll Free (in Ontario) ext. 2404  
Email: [incorporation@cvo.org](mailto:incorporation@cvo.org)

## PROFESSIONAL CORPORATION INFORMATION

Name of Managing Director: \_\_\_\_\_  
Name of Professional Corporation: \_\_\_\_\_  
Professional Corporation Number: \_\_\_\_\_

## CATEGORY OF CHANGE

Check all changes that apply. For changes that have an asterisk, please see the information sheet (pg. 3) for a list of required documents.

- Managing Director
- Business Address for Prof. Corp.
- Mailing address
- \*Amalgamation
  - with a holding company
  - two or more PC's, and continuing under one of the existing names
  - two or more PC's, and continuing under a new name
- \*Shareholders, Directors and/or Officers
- \*Adding a Holding Company
- \*Prof. Corp. Name Change
- \*Dissolution

## DETAILS OF CHANGE(S)

(complete appropriate sections only)

### Change of Business Address

Use this address for Public Register

c/o Facility Name (if applicable): \_\_\_\_\_

Street No. or R.R. No: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**Change of Alternative Address** (if different from above)

Use this address for Public Register

c/o Facility Name (if applicable): \_\_\_\_\_

Street No. or R.R. No: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**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.

Name and Position	Licence #	Added or Deleted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Details of Changes**

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: remember to review the information page (pg. 3) for a list of required documents that must be included with this form.

**UNDERTAKING**

I, \_\_\_\_\_, hereby confirm that I hold a current licence to practise veterinary medicine from the College of Veterinarians of Ontario.

I am 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 requirements for a Professional Corporation and fully complies with the College By-Laws, the *Veterinarians Act*, Regulation 1093 and the Ontario *Business Corporations Act*.

I confirm that the corporation is in compliance with Section 3.2 of the *Business Corporations Act* as of the date of this application.

I confirm that the corporation does not carry on any business that is not the practice of veterinary medicine or activities related to or ancillary to the practice of veterinary medicine.

I confirm that all shareholders, officers, and directors of the professional corporation and that shareholders of any associated holding companies are licensed members with the College of Veterinarians of Ontario.

I understand that the professional corporation is not permitted to engage in any kind of veterinary medicine unless it has been issued an active and current Certificate of Authorization.

I confirm that the corporation is active with the Ontario Ministry of Government and Consumer services and that there has been no change in the status of the corporation since the Corporate Profile Report attached to this application was generated.

I agree and understand that I must notify the College in writing of any changes to the Professional Corporation within 30 days of the change occurring.

I certify that the information entered on this form and, where applicable any accompanying submissions, is complete and accurate. I understand that it is professional misconduct to submit false or misleading information to the College (as per Regulation 1093 ss 38.1).

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

## INFORMATION PAGE

College By-Laws, Section 21.10: 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*'.

### Adding or Removing Shareholders:

- Submit the '*Notification of Change – Professional Corporation*' form together with a copy of the '*Shareholders Register*' (can be found in your company's Minute Book).

### 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 '*Shareholders 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*'.

NB - The information collected on this form is used for the purpose of regulating the profession and practice of veterinary medicine. The immediate purpose for collecting this information is primarily to process this application. For more information, see the [CVO's Privacy Code](#) or contact CVO's Privacy Officer & Registrar.