



# 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  
2106 Gordon Street  
Guelph, ON N1L 1G6  
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. 2223  
Email: [incorporation@cvo.org](mailto:incorporation@cvo.org)

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. 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 (No Fee)
- \*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
- Becoming a Subsidiary to another Prof. Corp.
- Material Change(s) as per By-Law 52(2) (See information page)
- \*Dissolution (No Fee)

### 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.: \_\_\_\_\_ Email: \_\_\_\_\_

#### Change of Mailing 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.: \_\_\_\_\_ Fax No.: \_\_\_\_\_



## 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*'.

### 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.